

Part-66.A.45(c) OJT COMPLIANCE AID for Part-145 AMO

This checklist, applicable as of 12/06/2024 entry into force of Reg (EU) No 2023/989, is intended for Part-145 organisations to check OJT logbooks and/or OJT procedures prior to submitting to the TM CAD. The completed checklist, demonstrating how the OJT meets the requirements of Part-66, shall be submitted together with the logbook and/or procedures, in order to facilitate the verification by the TM CAD.

Part-145 AMO:			
Approval Reference:		A/C type/s	
Review Date:		Reviewed By:	

Reference (Regulation and AMC)	PART I – OJT Log / Diary & Assessment Report	Compliance (Yes/N/A)	Reference (MOE Procedure / OJT Logbook) and/or Remarks	
	OJT shall contain the following information:			
Part-66, Appendix III, Section 6.2 (a) – (g)	Name of trainee:			
	Date of birth			
	Approved maintenance organisation(s) where the OJT was carried out (appropriately approved EASA Part-145 / Part-CAO)			
	Approval Reference:			
	Aircraft rating and licence categories applied for			
	Name of Mentors			
	Mentor/s Qualification and licence reference			
	Signed recommendation of mentors for successive final assessment of applicant			
	Part-66, Appendix III, Section 6.1 (f)	List of tasks, including:		
		Task Description		
Reference to Jobcard / worksheets / ATL / workorder				
Location of task completion				
Date of task completion				
Aircraft registration(s)				
	Sign Off (Applicant)			
	Countersign Off (Mentor/s)			

Reference (Regulation and AMC)	OJT Log / Diary General Requirements:	Compliance (Yes/N/A)	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.1 (c)	OJT Trainee proper qualification before undergoing OJT: <ul style="list-style-type: none"> - A, B, L5 licence or - Finished Theoretical Type training and cumulated at least 50% of basic experience requirement 		
Part-66, Appendix III, Section 6.1 (d)	The OJT has been started and completed within 3 years preceding the application for the first type rating endorsement		
	At least 50 % of the OJT tasks shall take place after the related aircraft theoretical type training has been completed		
AMC1 to Section 6 of Appendix III to Part-66	Appropriate selection of OJT tasks. Those defined by aircraft manufacturer during type certification. If not defined, selection based on task list in Appendix II to AMC to Part-66 (representative sample, balanced distribution, applicable, etc.)		
	Minimum number of tasks per category, as per Appendix II to AMC to Part-66 Point 2.		
	Tasks performed on analogous system installed on different aircraft type (clearly identified and recorded).		
	Tasks performed on non-airworthy aircraft (limited to specific tasks that may not occur often in the maintenance of operational aircraft).		
	Use of MSTDs & MTDs restricted to a minimum.		
	A minimum of maintenance activity on aircraft that are subject to Regulation (EU) 2018/1139 is required.		
	Simulation of a CRS during OJT		
Reference (Regulation and AMC)	Mentors' OJT compliance report and Recommendation:	Compliance (Yes/N/A)	Reference (MOE Procedure / OJT Logbook) and/or Remarks
AMC1 to Section 6 of Appendix III to Part-66	Compliance report at the end of the performance of the OJT (before the assessment), which verifies and documents the correct and complete performance and includes the recommendation of the mentor(s) for the following assessment		
Part-66, Appendix III, Section 6.1 (g)	At the satisfactory completion of the OJT programme, the mentors shall issue a recommendation for the final assessment of the applicant to be conducted by designated assessors.		
Reference (Regulation and AMC)	Assessment report shall contain the following Information:	Compliance (Yes/N/A)	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.3 (b)	Name of applicant		
	Applicant qualification		
	Name of assessor(s)		

	Assessor(s) qualification		
	Date and time frame of the assessment		
	Content of the assessment		
	Result of the assessment: Passed or Failed		
	Assessor(s) Signature		
	Candidate Signature		
	Independent Observers(s) Signature, if applicable		
Reference (Regulation and AMC)	Assessment Report General Requirements:	Compliance (Yes/N/A)	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.3 (a)	The assessment shall sample: (1) the general technical knowledge required for the particular licence category; (2) the aircraft-type-specific knowledge and skills for the particular licence category; (3) the understanding of the licence privileges relevant to the aircraft and to the licence category; (4) the appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.		
Comments			

Reference (Regulation and AMC)	PART II – OJT Procedure in the MOE 3.20	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
	General		
Part-66, Appendix III, Section 6.1 (a)	The list of the OJT tasks and programme shall be accepted by the competent authority which has issued the maintenance licence before starting the OJT training.		
Part-66, Appendix III, Section 6.1 (c)	OJT Trainee proper qualification before undergoing OJT: <ul style="list-style-type: none"> - A, B, L5 licence or - Finished Theoretical Type training and cumulated at least 50% of basic experience requirement 		
Part-66, Appendix III, Section 6.1 (d)	The trainee shall start and complete the OJT within 3 years preceding the application for the first type rating endorsement		
	At least 50 % of the OJT tasks shall take place after the related aircraft theoretical type training has been completed		
AMC1 to Section 6 of Appendix III to Part-66	Organisation should provide trainees with schedule / plan, indicating list of tasks to be performed under supervision.		
Reference (Regulation and AMC)	Task Selection / Performance Procedure	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
AMC1 to Section 6 of Appendix III to Part-66	Appropriate selection of OJT tasks. Those defined by aircraft manufacturer during type certification. If not defined, selection based on task list in Appendix II to AMC to Part-66 (representative sample, balanced distribution, applicable, etc.)		
	Minimum number of tasks per category, as per Appendix II to AMC to Part-66 Point 2.		
	Tasks performed on analogous system installed on different aircraft type (clearly identified and recorded).		
	Tasks performed on non-airworthy aircraft (limited to specific tasks that may not occur often in the maintenance of operational aircraft).		
	Use of MSTDs & MTDs restricted to a minimum.		
	A minimum of maintenance activity on aircraft that are subject to Regulation (EU) 2018/1139 is required.		
	Training in RTS procedures. Performance of specific task chosen by mentor & preparation of document with simulated RTS. Mentor countersigns task is both task & simulated RTS performed satisfactorily. Copy of document with simulated release added to syllabus.		

Reference (Regulation and AMC)	Mentorship Procedure	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.1 (e)	The trainee shall undergo the OJT under the mentorship of a qualified mentor or mentors, on a one-to-one supervision basis, during which the mentors verify the technical knowledge, the skills, and responsibilities of a typical certifying staff. During the OJT, the mentors transmit also knowledge and experience to the trainee, providing the necessary advice, support, and guidance.		
Part-66, Appendix III, Section 6.1 (f)	Each task shall be signed off by the applicant and refer to an actual job card/work sheet, etc. The mentors shall verify and countersign off the tasks performed during the OJT, because they shall assume the responsibility for the tasks at support staff or certifying staff level, as applicable, depending on the release-to-service procedure.		
Part-66, Appendix III, Section 6.1 (g)	At the satisfactory completion of the OJT programme, the mentors shall issue a recommendation for the final assessment of the applicant to be conducted by designated assessors.		
AMC1 to Section 6 of Appendix III to Part-66	The Mentor(s) aims at overseeing the whole process, including task completion, use of manuals and procedures, adherence to procedures, observance of safety measures, warnings, cautions and recommendations, and demonstration of appropriate behaviour in the maintenance environment		
	The mentor(s) should personally observe the work being performed to ensure its safe completion, and should be readily available for consultation if needed during the OJT		
	Tasks usually performed with more than one person may be performed by more than one trainee under supervision of one mentor (one-to-one mentorship for all other tasks). Mentor limited to overseeing three trainees at the same time, given that they can be properly seen 'at a glance'. Tasks marked as 'group tasks' & all trainees involved noted on work order.		
Reference (Regulation and AMC)	Assessment and Assessment Record Procedure	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.3	The final assessment of the applicant may only be performed once the OJT logbook has been completed and the mentors have signed the related recommendation		
	The designated assessor(s) conducting the final assessment shall notify the date of the assessment to the licensing authority well in advance to allow a possible participation of the same authority		
	The final assessment shall have a minimum duration of one working day		
Part-66, Appendix III, Section 6.3 (a)	The assessment shall sample: (1) the general technical knowledge required for the particular licence category;		

	(2) the aircraft-type-specific knowledge and skills for the particular licence category; (3) the understanding of the licence privileges relevant to the aircraft and to the licence category; (4) the appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.		
Part-66, Appendix III, Section 6.3 (b)	The assessment shall be recorded in a report containing the following information: (1) identification data of the applicant; (2) identification data of the assessor(s); (3) date and time frame of the assessment; (4) content of the assessment; (5) result of the assessment: Passed or Failed. (6) signature of the assessor(s), the candidate and, if applicable, the independent observer(s).		
Part-66, Appendix III, Section 6.3 (c)	A failed assessment may be retaken after 3 months or, if additional training has been received and a new recommendation by the mentors has been made, earlier than 3 months if agreed by the assessor(s). After three failed attempts, the complete OJT shall be repeated.		
AMC1 to Section 6 of Appendix III to Part-66	Assessment should consist of theoretical part & practical part. Theoretical part comprises regulatory framework, safety procedures, knowledge of aircraft and its systems, maintenance procedures, and other typical certifying staff activities. Practical part should include maintenance tasks on the aircraft (some aspects may be simulated).		
	Available for assessment: aircraft type (training aircraft may be acceptable) & access to required maintenance data, equipment, and tools. Good practice: assess practical skills on aircraft; assess knowledge on aircraft or in theory.		
	Independent observer (if required) selected by AMO among maintenance personnel that: - have not taken part in OJT performance - have adequate understanding of OJT procedures		
Appendix III to AMC to Part-66	Definition of competence & competence evaluation / assessment procedure. Competence evaluation based on learning objectives (observable, measurable performance, etc.) and assessment focuses on competencies relevant to aircraft type and its maintenance (e.g. environment awareness, knowledge and understanding of areas requiring special emphasis or novelty, aircraft documentation finding and handling).		

Reference (Regulation and AMC)	Qualification of Mentors	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.4 (i)	hold a valid aircraft maintenance licence (AML) issued in accordance with Annex III (Part-66) or a valid and fully compliant with ICAO Annex 1 AML in accordance with Appendix IV to Annex II (Part-145), which is acceptable to the competent authority;		
	have been holding, for at least 1 year, an AML in the same category, when compared to the one for which the OJT is being mentored, that is endorsed with a type rating appropriate to exercise the privileges on the related aircraft;		
	have the necessary release or sign-off privileges in the maintenance organisation where the OJT is performed;		
	have experience in training other people (such as being apprenticeship instructors, instructors in accordance with Annex IV (Part-147), having received train-the-trainer courses or having any other comparable national qualification, or having a training to do so that is acceptable to the competent authority).		
Reference (Regulation and AMC)	Qualification of Assessors of the final assessment:	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks
Part-66, Appendix III, Section 6.4 (ii)	hold a valid AML issued in accordance with Annex III (Part-66) or a valid and fully compliant with ICAO Annex 1 AML in accordance with Appendix IV to Annex II (Part-145), which is acceptable to the competent authority;		
	have been holding, for at least 3 years, an AML in the same category, when compared to the one for which the OJT is being assessed, endorsed with the same or similar aircraft type rating;		
	have experience and/or have received training in assessing others (such as being apprenticeship instructors, examiners in accordance with Annex IV (Part-147), having received train-the-trainer courses, or having any other comparable national qualification, or having a training to do so that is acceptable to the competent authority);		
	shall not have been involved as a mentor of the applicant in the OJT; when the assessor has taken part in the OJT performance, then an independent observer shall be present during the OJT assessment		
Reference (Regulation and AMC)	Records:	Compliance	Reference (MOE Procedure / OJT Logbook) and/or Remarks

Part-66, Appendix III, Section 6.5	Records of the OJT documentation shall be kept by the maintenance organisation where the OJT is conducted, in accordance with the procedures agreed with the competent authority of the maintenance organisation.		
Comments			

Name:

Signature:

Position:

Date: