

Document	BAR 1 - Part 147 Approved Maintenance Training Organisations	
Version	01	



Brunei Department of Civil Aviation
Negara Brunei Darussalam
www.mtic.gov.bn/dca

Brunei Aviation Requirements

BAR 1 - Part 147 Approved Maintenance Training Organisations

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Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2006 and the Civil Aviation Regulations 2006 and their subsequent amendments, the following requirements are hereby established for compliance by all persons concerned, the Director of Civil Aviation is empowered to adopt and amend Brunei Aviation Requirements. In accordance herewith, the following requirement is hereby established for compliance by all persons concerned. This requirement shall be known as BAR 1 - Part 147 Approved Maintenance Training Organisations and any reference to this title shall mean referring to the requirements to be met for civil aviation in Brunei Darussalam.

DC.2 Authority for this Regulation

DC.2.1 This BAR 1 - Part 147 Approved Maintenance Training Organisations is issued on the authority of the Director of Civil Aviation.

DC.3 Applicability

DC.3.1 This BAR 1 - Part 147 Approved Maintenance Training Organisations is applicable to the aviation industry of Brunei Darussalam.

DC.4 Scope

DC.4.1 BAR 1 Part 147 contains the personnel licensing regulations of Brunei Darussalam, and shows compliance with ICAO Annex 1. The requirements in BAR 1 are separated into the following parts with cross references between parts where applicable.

Part ARA Authority Requirements for Aircrew
Part ORA Organisational Requirements for Aircrew
Part FCL Flight Crew Licensing
Part CC Cabin Crew
Part FOO/FD Flight Operation Officer and Flight Dispatcher
Part MED Medical
Part 66 Aircraft Maintenance Licence
Part 147 Approved Training Organisations
Part ATCO (Air Traffic Control Officer) Licensing and Medical

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

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Section A – Technical Requirements

Subpart A – General

147.A.05 Scope

This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in BAR 1 - Part 147 Approved Maintenance Training Organisations.

147.A.10 General

A training organisation shall be an organisation or part of an organisation registered as a legal entity.

147.A.15 Application

- (a) An application for an approval or for the amendment of an existing approval shall be made in a form and in a manner established by the Brunei DCA.
- (b) An application for an approval or change to an approval shall include the following information:
 - (1) the registered name and address of the applicant;
 - (2) the address of the organisation requiring the approval or change to the approval;
 - (3) the intended scope of approval or change to the scope of approval;
 - (4) the name and signature of the accountable manager;
 - (5) the date of application.

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Subpart B - Organisational Requirements

147.A.100 Facility Requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 - (1) The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
 - (2) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organization specifying the conditions of access and use thereof. The Brunei DCA shall require access to any such contracted organisation and the written agreement shall specify this access.
- (e) In the case of an aircraft type/task training course access, shall be provided to appropriate facilities containing examples of aircraft type as specified in 147.A.115 (d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (g) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- (h) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- (i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

147.A.105 Personnel Requirements

- (a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this BAR 1 Part 147.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance with the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the

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accountable manager subject to meeting the requirements for the accountable manager as defined in paragraph (a).

- (c) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
- (d) By derogation to paragraph (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).
- (f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the Brunei DCA.
- (g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.
- (h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

147.A.110 Records of Instructors, Examiners and Assessors

- (a) The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.
- (b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

147.A.115 Instructional Equipment

- (a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- (b) The basic training workshops and/or maintenance facilities as specified in 147.A.100 (d) must have all tools and equipment necessary to perform the approved scope of training.
- (c) The basic training workshops and/or maintenance facilities as specified in 147.A.100 (d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.
- (d) The aircraft type training organisation as specified in 147.A.100 (e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

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147.A.120 Maintenance Training Material

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
 - (1) the basic knowledge syllabus specified in BAR 1 Part 66 for the relevant aircraft maintenance licence category or subcategory and,
 - (2) the type course content required by BAR 1 Part 66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- (b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100 (i).

147.A.125 Records

The organisation shall keep all student training, examination and assessment records for an unlimited period.

147.A.130 Training Procedures and Quality System

- (a) The organisation shall establish procedures acceptable to the Brunei DCA to ensure proper training standards and compliance with all relevant requirements in this BAR 1 Part 147.
- (b) The organisation shall establish a quality system including:
 - (1) an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
 - (2) a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in 147.A.105(a) to ensure, as necessary, corrective action.

147.A.135 Examinations

- (a) The examination staff shall ensure the security of all questions.
- (b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident.
- (c) The Brunei DCA shall be informed of any such incident together with the details of any enquiry within one calendar month.
- (d) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The Brunei DCA must be informed of any such occurrence within one calendar month.

147.A.140 Maintenance Training Organisation Exposition

- (a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:

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- (1) a statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organisation's compliance with this Part and shall be complied with at all times.
- (2) the title(s) and name(s) of the person(s) nominated in accordance with 147.A.105 (b).
- (3) the duties and responsibilities of the person(s) specified in subparagraph 2, including matters on which they may deal directly with the Brunei DCA on behalf of the maintenance training organisation.
- (4) a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph (a) (2).
- (5) a list of the training instructors, knowledge examiners and practical assessors.
- (6) a general description of the training and examination facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by 147.A.145(b).
- (7) a list of the maintenance training courses which form the extent of the approval.
- (8) the maintenance training organisation's exposition amendment procedure.
- (9) the maintenance training organisation's procedures, as required by 147.A.130 (a).
- (10) the maintenance training organisation's control procedure, as required by 147.A.145(c), when authorised to conduct training, examination and assessments in locations different from those specified in 147.A.145 (b).
- (11) a list of the locations pursuant to 147.A.145 (b).
- (12) a list of organisations, if appropriate, as specified in 147.A.145 (d).
- (b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by the Brunei DCA.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

147.A.145 Privileges of the Maintenance Training Organisation

- (a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
 - (1) basic training courses to the BAR 1 Part 66 syllabus, or part thereof.
 - (2) aircraft type/task training courses in accordance with BAR 1 Part 66.
 - (3) the examinations on behalf of the Brunei DCA, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation.
 - (4) the issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable.
- (b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organisation exposition.

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- (c) By derogation to paragraph (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the paragraph (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.
- (d) The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organisation only when under the control of the maintenance training organisation quality system.
 - (1) The subcontracting of basic theoretical training and examination is limited to BAR 1 - Part 66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
 - (2) The subcontracting of type training and examination is limited to powerplant and avionic systems.
- (e) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.
- (f) By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

147.A.150 Changes to the Maintenance Training Organisation

- (a) The maintenance training organisation shall notify the Brunei DCA of any proposed changes to the organization that affect the approval before any such change takes place, in order to enable the Brunei DCA to determine continued compliance with this BAR 1 Part 147 and to amend if necessary the maintenance training organization approval certificate.
- (b) The Brunei DCA may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the Brunei DCA determines that the maintenance training organization approval must be suspended.
- (c) Failure to inform the Brunei DCA of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

147.A.155 Continued Validity

- (a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:
 - (1) the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under 147.B.130; and
 - (2) the Brunei DCA being granted access to the organisation to determine continued compliance with this Part; and
 - (3) the certificate not being surrendered or revoked.
 - (4) the relevant fees are paid as indicated in BAR 27 (Charges and Fees Regulation).
- (b) Upon surrender or revocation, the approval shall be returned to the Brunei DCA.

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147.A.160 Findings

- (a) A level 1 finding is one or more of the following:
- (1) any significant non-compliance with the examination process which would invalidate the examination(s),
 - (2) failure to give the Brunei DCA access to the organisation's facilities during normal operating hours after two written requests,
 - (3) the lack of an accountable manager,
 - (4) a significant non-compliance with the training process.
- (b) A level 2 finding is any non-compliance with the training process other than level 1 finding.
- (c) After receipt of notification of findings according to 147.B.130, the holder of the maintenance training organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Brunei DCA within a period agreed with the Brunei DCA.

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Subpart C - The Approved Basic Training Course

147.A.200 The Approved Basic Training Course

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b) The knowledge training element shall cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in BAR 1 Part 66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (d) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular BAR 1 - Part 66 complete module.
- (e) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
- (f) The duration of basic training courses shall be in accordance with Appendix I.
- (g) The duration of conversion courses between (sub) categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

147.A.205 Basic Knowledge Examinations

Basic knowledge examinations shall:

- (a) be in accordance with the standard defined in BAR 1 Part 66.
- (b) be conducted without the use of training notes.
- (c) cover a representative cross section of subjects from the particular module of training completed in accordance with BAR 1 Part 66.

147.A.210 Basic Practical Assessment

- (a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- (b) The student shall achieve an assessed pass with respect to 147.A.200 (e).

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Subpart D - Aircraft Type/Task Training

147.A.300 Aircraft Type/Task Training

A maintenance training organisation shall be approved to carry out BAR 1 Part 66 aircraft type and/or task training subject to compliance with the standard specified in BAR 1 Part 66.A.45.

147.A.305 Aircraft Type Examinations and Task Assessments

A maintenance training organisation approved in accordance with 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in BAR 1 Part 66 subject to compliance with the aircraft type and/or task standard specified in BAR 1 Part 66.A.45.

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Section B – Procedures for Brunei DCA

Subpart A - General

147.B.05 Scope

This section establishes the administrative requirements to be followed by the Brunei DCA for the application and the enforcement of Section A of this BAR 1 Part 147.

147.B.10 Brunei DCA

(a) General

Brunei Darussalam shall designate the Brunei DCA with allocated responsibilities for the issuance, continuation, change, suspension or revocation of BAR 1 Part 147 certificates. This authority shall establish documented procedures and an organisational structure.

(b) Resources

The Brunei DCA shall be appropriately staffed to carry out the requirements of this BAR 1 Part 147.

(c) Procedures

The Brunei DCA shall establish procedures detailing how compliance with this Part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.

(d) Qualification and training

All staff involved in approvals related to this Part must:

- (1) Be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
- (2) Have received training and continuation training on BAR 1 Part 66 and this BAR 1 Part 147 where relevant, including its intended meaning and standard.

147.B.15 Acceptable Means of Compliance

The Brunei DCA shall develop acceptable means of compliance that it may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

147.B.20 Record-keeping

- (a) The Brunei DCA shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.
- (b) The records for the oversight of maintenance training organizations shall include as a minimum:
 - (1) The application for an organisation approval.
 - (2) The organisation approval certificate including any changes.

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- (3) A copy of the audit program listing the dates when audits are due and when audits were carried out.
 - (4) Continued oversight records including all audit records.
 - (5) Copies of all relevant correspondence.
 - (6) Details of any exemption and enforcement actions.
 - (7) Any report from other competent authorities relating to the oversight of the organisation.
 - (8) Organisation exposition and amendments.
- (c) The minimum retention period for the paragraph (b) records shall be four years.

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Subpart B - Issue of an Approval

This Subpart provides the requirements to issue or vary the maintenance training organisation approval.

147.B.110 Procedure for Approval and Changes to the Approval

- (a) Upon receipt of an application, the Brunei DCA shall:
 - (1) Review the maintenance training organisation exposition; and
 - (2) Verify the organisation's compliance with the requirement of BAR 1 Part 147.
- (b) All findings identified shall be recorded and confirmed in writing to the applicant.
- (c) All findings shall be closed in accordance with point 147.B.130 before the approval is issued.
- (d) The reference number shall be included on the approval certificate in a manner specified by the Brunei DCA.

147.B.115 Variation Procedure

Reserved (See 147.B.110).

147.B.120 Continued Validity Procedure

- (a) Each organisation must be completely audited for compliance with this Part at periods not exceeding 24 months.
- (b) Findings shall be processed in accordance with 147.B.130.

147.B.125 Maintenance Training Organisation Approval Certificate

The maintenance training organisation approval certificate format shall be as detailed in Appendix II.

147.B.130 Findings

- (a) Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the Brunei DCA, of the maintenance training organisation approval in whole or in part.
- (b) Action shall be taken by the Brunei DCA to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the Brunei DCA in the case of a level 2 finding.

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Subpart C - Revocation, Suspension and Limitation of the Maintenance Training Organisation Approval

147.B.200 Revocation, Suspension and Limitation of the Maintenance Training Organisation Approval

The Brunei DCA shall:

- (a) Suspend an approval on reasonable grounds in the case of potential safety threat; or
- (b) Suspend, revoke or limit an approval pursuant to 147.B.130.

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Appendix I - Basic Training Course Duration

The Minimum duration of complete basic courses shall be as follows:

Table 1: Minimum duration of complete Basic Training Courses

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 TO 35
A2	650	30 TO 35
A3	800	30 TO 35
A4	800	30 TO 35
B1.1	2400	50 TO 60
B1.2	2000	50 TO 60
B1.3	2400	50 TO 60
B1.4	2400	50 TO 60
B2	2400	50 TO 60

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Appendix II - Approval Certificate

<p>BAR 1 Part 147</p> <p>APPROVAL</p> <p>REFERENCE</p> <p>Pursuant to Civil Aviation Order 2006 and the Civil Aviation Regulations 2006 and their subsequent amendments governing the Civil Aviation activities in Brunei Darussalam for the time being in force and subject to the conditions specified below, the Department of Civil Aviation of Brunei Darussalam hereby certifies</p> <p>NAME OF ORGANISATION</p> <p>ADDRESS OF ORGANISATION</p> <p>As a maintenance training organisation in compliance with Section A of BAR 1 Part 147 approved to provide training and conduct examinations listed in the attached approval schedule and issue related certificate of recognition to students using the above references.</p> <p>CONDITIONS:</p> <ol style="list-style-type: none"> 1. This approval is limited to that specified in the scope of approval section of the Part-147 approved maintenance training organisation exposition as referenced in Section A of BAR 1 Part 147, and 2. This approval requires compliance with the procedures specified in the approved maintenance training organisation exposition, and 3. This approval is valid whilst the approved maintenance training organisation remains in compliance with BAR 1 Part 147. 4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked. 5. This approval is subject to payment of the relevant fees. <p>Date of original issue:.....</p> <p>Date of this revision:</p> <p>Revision Number:</p> <p>Signed: For the Brunei DCA</p> <p>Date of attached Schedule of Approval:(optional).....For the Brunei DCA</p>
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TRAINING / EXAMINATION APPROVAL SCHEDULE

<p>Organisation:</p> <p>Approval Reference:</p>			
CLASS	RATING		LIMITATIONS
BASIC	B1	TB1.1 TB1.2 TB1.3 TB1.4	AEROPLANES TURBINE AEROPLANES PISTON HELICOPTERS TURBINE HELICOPTERS PISTON
	B2	TB2	AVIONICS
	B3	TB3	PISTON ENGINE NON- PRESSURISED AEROPLANES 2000KG MTOM AND BELOW
	A	TA.1 TA.2 TA.3 TA.4	AEROPLANES TURBINE AEROPLANES PISTON HELICOPTERS TURBINE HELICOPTERS PISTON
TYPE / TASKS	B1	T1	QUOTE AIRCRAFT TYPE
	B2	T2	QUOTE AIRCRAFT TYPE
	A	T3	QUOTE AIRCRAFT TYPE
	C	T4	QUOTE AIRCRAFT TYPE
<p>This training / examination approval schedule is valid when working in accordance with BAR 1 Part 147 approved maintenance training organisation exposition:</p> <p>.....</p> <p>Date of original issue:</p> <p>Date of last revision approved Revision No:</p> <p>Signed For the Brunei DCA</p>			

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Appendix III - Certificate of Recognition

Basic Training / Examination

The BAR 1 Part 147 type basic training certificate template detailed below is to be used for recognition of completion of the theoretical, the practical elements or both the theoretical and practical elements of the type rating training course.

The certificate shall indicate the airframe /engine combination for which the training was imparted. The appropriate references shall be deleted as applicable and the course type box shall detail whether only the theoretical elements or the practical elements were covered or whether theoretical and practical elements were covered.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course of A320 technicians. If the course is not complete one, the certificate shall identify whether the interface areas have been covered or not.

CERTIFICATE OF RECOGNITION Reference : Brunei 147.[XXXX] [YYYY]	
This certificate of recognition is issued to : <div style="text-align: center;"> [NAME] [DATE AND PLACE OF BIRTH] </div>	
By:	<div style="text-align: center;"> [COMPANY NAME AND ADDRESS] Reference : Brunei 147.[XXXX] </div>
A maintenance training organization approved to provide training and conduct examinations within its approval schedule and in accordance with BAR 1 Part 147	
This certificate confirms that the above named person either successfully passed the theoretical t (**) and/or practical elements (**) of the approved type training course stated below and the related examinations in compliance with Brunei Darussalam National Legislation and BAR 1 Part 66 for the time being in force.	
[AIRCRAFT TYPE TRAINING COURSE(**)] [START and END DATES] [SPECIFY THEORETICAL ELEMENTS OR PRACTICAL ELEMENTS] and/or [AIRCRAFT TYPE EXAMINATION (**)] [END DATE]	
Date..... Signed..... For [COMPANY NAME] DCA Form 149 Issue 1	