



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

AAC NO. 8 of 2000
Date: 4th April, 2001

AIRWORTHINESS ADVISORY CIRCULAR

**SUBJECT: REFRESHER TRAINING FOR AME LICENCE/
APPROVAL & CERTIFICATE OF COMPETENCY
HOLDERS.**

1 INTRODUCTION

Civil Aviation Requirements Section 2, Series 'L' Part VII, Series 'L' Part X and Series 'L' Part XIV requires periodic refresher course for holders of AME licences, Approvals and Certificate of Competency (excluding welders).

Personnel mentioned above (excluding welders) are required to undergo refresher course at least once in twenty-four months.

This advisory circular aims to ensure that the personnel certifying the airworthiness of aircraft, engines and its components have current and updated knowledge on the following:

- i) DGCA regulations
- ii) Organisation structure.
- iii) Current technology
- iv) Aircraft Maintenance Manual, Component Maintenance Manual, Service Bulletins, Airworthiness Directives, etc.,
- v) Human Factors
- vi) Quality Control manual
- vii) Case studies of repetitive snags, incidents, accidents due to maintenance lapse
- viii) Good maintenance practices
- ix) Staff notices/ technical circulars issued since last two years
- x) MMEL/MEL
- xi) Any other relevant topics.

2 APPLICABILITY

The contents of this AAC is applicable to following personnel

2.1 holding AME licence covering the fleet of the organisation where they are employed.

Note 1: Personnel holding licence not covering the fleet maintained by the organisation and thereby not exercising the privileges of the licence held by them may not undergo refresher course for the purpose of renewal of licence

Note 2: Retired / unemployed personnel who have a current licence but have not undergone refresher course must be subjected to refresher course before such personnel are allowed to exercise the privileges of the licence including grant of approval to function in the QC department.

2.2 holding shop approval / structural repair of aircraft, issued by an organisation as per approved scope where they are employed

2.3 holding certificate of competency (excluding welding) as per approved scope held by the organisation where they are employed

Guidelines contained in this advisory circular are effective from 1st July 2001

3 EXEMPTION FROM REFRESHER TRAINING

The following personnel are exempted from undergoing refresher course provided they do not exercise the privileges of the licence held by them in respect of Indian registered aircraft.

- a. Senior Executives such as MD/ Deputy MD/ Chairman/ Directors of an organization.
- b. Personnel employed in Foreign Airlines
- c. Instructors of AME Training Institutes including institutes imparting type training.
- d. Personnel employed in organizations approved in Category 'F' only.
- e. Welders holding Certificate of Competency.
- f. Member of the flying crew.

4 PROCEDURE

The procedure for conducting refresher training for AME licence/ Approval/ C of C holders may be detailed in the Quality Control Manual/ Training Manual (where applicable).

It will be the responsibility of the organization that persons holding AME licence/ C of C undergo refresher course as said above before forwarding applications to DGCA for renewal. A copy of the certificate for having undergone refresher course may be enclosed along with the application for renewal

Similarly the organisation will ensure that approval holders undergo refresher course at least once in twenty-four months before effecting renewal of the approval.

Refresher courses may be conducted by the individual maintenance organisations that have the necessary infrastructure.

Small organizations such as flying club/ private operators who have employed few number of AME licence/approval/C of C holders (excluding welders) and do not have the required infrastructure to conduct refresher course on their own may conduct refresher courses jointly with similar organisations. Such arrangement should have prior concurrence of the local Airworthiness Office. Where necessary, the local Airworthiness Office may provide assistance for conducting such refresher courses.

There need not be any formal examination at the end of the refresher course. These refresher courses can cover field trips also for highlighting maintenance procedures. Suitable handouts may also be distributed to the participants for their information wherever required.

5 SYLLABUS

The duration and syllabus of refresher course may be laid down by the Quality Control Manager/ training departments of the operator for holders of various categories of AME licence/approval/ C of C in consultation with the concerned Regional/Sub-Regional Airworthiness office. Following are the general guidelines for the syllabus to be followed for the refresher training:

- (i) Revisions to Aircraft Rules, CAR & AAC
- (ii) Amendments to the Quality Control Manual,
- (iii) Any changes in the Organisation set up
- (iv) DGCA Mandatory Modifications issued/revised/cancelled.
- (v) Significant Service Bulletins/ Service Information Letters/ and any changes to manufacturers documents such as Maintenance Manual/ Maintenance Planning Document/ Structural Repair Manual/ Component Maintenance Manual etc
- (vi) Any changes to the approved inspection schedules/procedure sheets.

- (vii) Significant topics such as RVSM/ ETOPS/ Cat II & III operations / MNPS/ BRNAV/ EGPWS (where applicable)
- (viii) Accidents (relevant to the fleet) - reasons, in-service and industry experience, Court recommendations and action taken thereof.
- (ix) Incidents, their cause and remedial action, prevention thereof, action taken against erring personnel.
- (x) Defects – Review of defects encountered with Industry averages, analysis of repetitive defects, causes and remedial actions taken.
- (xi) Maintenance Mistakes/ Human Factors - Mistakes & technical faults due to use of improper tools/equipments, substandard procedures, how to avoid them, do's - don'ts, emphasis on good maintenance practices, maintenance staff and crew co-ordination etc.
- (xii) Suggestions for improving Dispatch reliability, maintenance standards etc
- (xiii) Amendments/revisions to MMEL/MEL
- (xiv) Findings of internal/external audits.
- (xv) Any other airworthiness safety related issues.

Note: Manufacturing organizations shall lay emphasis on topics relating to design and manufacturing aspects, changes in Type Certificate/STC, incident/ accident due to manufacturing defects, etc.

6 MAINTENANCE OF RECORDS.

Each organization should maintain a record of refresher courses in respect of each AME licence/ approval/ C of C holders till the AME licence/ approval/ C of C holder is in their employment This record may be made available to DGCA officials for scrutiny as and when required..

Regional/Sub Regional Airworthiness offices will monitor adherence to the requirements of the refresher courses.

Sd/-
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for Directorate General of Civil Aviation