

Information Bulletin Number 13/2004

To : **To All Concerned**
From : **DIRECTOR FLIGHT SAFETY & SECURITY**
Reference : **20212/ 1236 /2004**
Date : **24 March 2004**
Subject : **TRAINING ORGANIZATION FOR LICENSED AIRCRAFT
MAINTENANCE ENGINEER (LAME) TRAINING PROGRAM**

1. PURPOSE

This bulletin provides information regarding the requirements for the approval of the Training Organisation, Licensed Aircraft Maintenance Engineer (LAME) basic training program and the GCAA policy on the LAME Examiner (LAMEE). These requirements are not applicable to LAME type rating.

2. APPLICABILITY

This information and policy material applies to:

- a. Training Organisations involved in basic LAME training program
- b. LAMEE for oral examination (basic)
- c. Candidates undergoing an approved basic LAME training program.

3. REGULATORY REFERENCES

- a UAE Civil Aviation Law Article 27 prescribes the approval for the conduct of aviation related activities.
- b UAE CAR Part V chapter 5 prescribes the examination procedures and approval of training organisation and courses.
- c. Airworthiness Notice No. 18 -The examination procedures
- d. Adoption of JAR 147 for use as reference material (note: the GCAA regulatory requirements will supersede all instructions including JAR 147)

4. REGULATORY REQUIREMENTS.

The following are the summary concerning the regulatory requirements associated to an Approved Training Organisation and its approvals;

- a. The Training Organisation, once approved, can conduct training for LAME basic program, written examination and oral examination.
- b. The training must be conducted by a Training Organisation approved by the GCAA as outlined in the CAR Part V, Chapter 5. The training has to be a 4 year training program and out of which, a minimum of 18 months must be on the job training.
- c. The written and oral examinations approved by the GCAA must be based on the GCAA examination standard as published in the CAR, Part V, Chapter 5.
- d. The written examinations are to be conducted either at the GCAA or an approved examination centre and invigilated by the GCAA personnel.
- e. An approved Training Organization may apply for the appointment of a LAMEE for the conduct of LAME basic oral examination and the authority to invigilate examination on behalf of the GCAA.

5. APPLICATION AND OTHER REQUIREMENTS RELATED TO APPROVAL OF TRAINING ORGANISATION.

a. Application requirements

Application for initial/renewal with respect to the approval of Training Organisation to conduct the LAME basic training under this part must be:

- (1) Made in writing to the GCAA using Form Lic. (AD) Form 02.
- (2) Accompanied by a copy of the training outlines, syllabus and course materials.
- (3) Accompanied by a description of the equipment and facilities to be use; and accompanied by a list of the instructors and their qualifications.
- (4) Accompanied by a copy of the Organisation Procedures Manual (not applicable for renewal)

b. Areas of inspection.

The following are the areas that will be inspected as part of the initial/ renewal issuance of Training Organisation approval and the periodic surveillance programme.

- (1) Facility and Instructional Material Requirements
- (2) Personnel Requirements

- (3) Record Keeping Requirements
- (4) Quality System.
- (5) Organisation Procedures Manual

c. Training facilities

The Training Organisation must have facilities, equipment and material adequate to provide each student the theoretical and practical aspects of aircraft maintenance. Each room, training booth or other space used for instructional purposes must be temperature controlled, lighted and ventilated to conform to local building, sanitation and health codes. In addition the building facility must be so located that the students in that facility are not distracted by instruction conducted in other rooms.

d. Training Records

The Training Organisation must maintain a record of each student, including a chronological log of all instructors; subject covered and course examination result. The records must be retained for at least 3 years after graduation.

Each student who successfully completes the training must be given a written statement of graduation, certificate and other relevant documents to be used for the application of the GCAA LAME basic licence.

e. Training Syllabus

The UAE CAR Part V Chapter 5 sets forth the minimum set of topics that must be covered in a basic LAME training. The order of coverage is at the discretion of the approved Training Organization. Additional subjects may also be included, however the period proposed for any subject must be in addition to the minimum set for the compulsory subjects. Any change to the syllabus must be approved by the GCAA before they are introduced to the system.

f. Quality System

All quality system procedures must be documented including an independent audit procedures to monitor training standard. There should be a feedback of the audit findings to the accountable manager to ensure corrective actions.

g. Security

Training Organisation must provide secured storage facilities for examination papers and training records. Security procedures including control of examination papers and questionnaires must be clearly explained and documented.

h. Organisation Procedures Manual

The Organisation Procedures Manual must be a consolidated manual comprising of organizational structure, duties and responsibilities of senior management, names of approved training instructors and examiners, approved training program, training specification and all other aspects as listed in para 5b above. This manual will be a control document and the contents including its amendment must be approved by the GCAA.

6. WRITTEN AND ORAL EXAMINATIONS AND ON THE JOB TRAINING.

a. General

The training and examinations must be conducted in accordance with the approved program. The following is the order of examinations required to be arranged and conducted by the Training Organisation.

- (1) Written examination
- (2) Oral examination

The oral examination shall be conducted at the end of the approved program after the successful completion of the on the job training and written examination.

To register for the above examinations, documentary evidences prepared by the Training Organisation to indicate that the trainees have successfully completed the approved training program are required.

b. Written examination validity.

Written ground examination result to allow trainees to undergo on the job training is valid for 24 months from the date of passing.

c. Failure

Further attempt for any written examination following a failure can only be considered after 1 month from the date of failure. Training Organisation is to provide the applicant with further instruction on the subject. A fee is also required to be paid for each attempt.

7. LAME EXAMINER (LAMEE).

The GCAA may designate persons to act as a representative of the GCAA in conducting the oral examination or invigilate any LAME basic ground examination subject. The appointment is valid for 2 years and may be renewed for additional period. Application for LAMEE shall be made using the GCAA appropriate form.

The pre requisites for LAMEE.

- (1) Must possess a minimum of 10 years experience as a LAME or 5 years as an instructor in their respective trade and
- (2) Must have successfully attended an instructional technique course or equivalent accepted by the GCAA and
- (3) Must be recommended by the approved training organisation; and
- (4) Must be an employee of the training Organisation or specifically authorised by the GCAA

8. AUDITING PROGRAMME AND GCAA APPROVAL

An evaluation is required for any initial certification of a Training Organisation. An approval, if granted, shall be valid for 5 years. Once approved, the Training organisation is also subject to a periodic inspection and surveillance program by the GCAA.

On satisfactory completion of the initial inspection, the GCAA will take the necessary administrative action to issue an approval certificate with the associated Training Specifications. These documents have a validity period of 5 years and can be renewed upon expiry.

9. GCAA FEES

Applicable fees in respect to the initial issue and renewal of Training Organizations Approval Certificates should be paid to the GCAA.

Regards,

**MOHAMED GHANIM AL GHAITH
DIRECTOR GENERAL**