

# EASA/GCAA Aircraft Technical Records Introduction – 2 Days

## Introduction

Regulatory Requirements and Best Practice – This 2 day entry to intermediate level course is designed for both new and existing technical records personnel, the course may also be of benefit if you are considering employment within the Continuous Airworthiness Management Organization as a technical records administrator or officer.

Technical records is the hub of the CAMO group and it is usually the starting point for internal, external and regulatory audits, typical duties of a Tech Records Officer include the following

- Update & Monitor Removal/ Installation of Aircraft/ Engines/ APU/ Propeller Assembly and components inc A/C Hours Cycles & Landings.
- Updating/preparing complied AD, SB, and EO Monthly Status Reports carried out on Aircrafts/ Engines/ Propellers
- Build-up/ Update Engine, APU & Major Components
- Review and File Aircraft work packages (light and heavy checks, out of phase items, and modifications)
- Prepare/ Consolidate/ Validate Technical Documents for Audits by QA and other audit bodies
- Airworthiness Review Certificate (ARC) preparation for extension and renewal

The delegate will be introduced to the regulatory requirements driven by compliance with EASA Part M. Throughout the course we will consider the best practice, self monitoring procedures SMP and common errors which occur.

## Who is this course for?

It is for persons who are involved in the technical records management of Commercial Aircraft Maintenance (CAMO), and Aircraft Maintenance Organisations (AMO) In particular persons with specific responsibility for the Records function. Technical Engineering, Maintenance Planning, CAMO Quality Auditors, as well as anyone with an interest to achieve an effective interface between the technical records function and other departments within the organisation

## What is the benefit of the training – what will I learn?

- a) Understand the role of Technical Records within the CAMO group and 145 organisation
- b) Understanding how an effective technical records system can protect asset value
- c) Understand the regulations which drive both Part M and Part 145 Technical Record Requirements
- d) Be able to explain the concept of Airworthiness and the need for Continuing Airworthiness Records

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**Date**

**Category**

Personal Development

Venue

Level

Price

## What is the benefit of the training – what will I learn?

- e) Achieve an awareness of both requirements and best practice related to the management of EASA Compliant Aircraft Technical Records
- f) Minimise the likelihood of error due to lack of understanding
- g) Prepare for working in a technical records environment
- h) Understand the need for Self-Monitoring Procedures (SMP) and the role of Quality Control within the Technical Records Environment

## Why Should I choose SAS for the training?

Sofema Aviation Services is a Regulatory Training and Consulting company with 45 years of commercial aviation experience and 10 years operational experience. Since the start we have provided certificates to approx 25,000 delegates and we have grown for 2 primary reasons!

The first is that we are professional and we listen to our customers.

The second reason is a combination of outstanding course fees, together with a world beating discount program which leaves our competitors way behind – please do not take our word for it, [check it out!](#)

## What Makes SAS EASA Aircraft Technical Records Introduction – 2 Days Different?

Because our courses are written by people who have lived through the regulations. The author of the training material has more than 25 years' experience as an auditor across the entire regulatory spectrum.

At Sofema Aviation Services our focus is on accepting that compliance with Regulations is in fact minimum compliance. Interpreting the regulations in a way which enables the development and optimisation of our business is where we should see opportunity to drive efficiencies and cost saving.

## Detailed Content / Topics - The following Subjects will be addressed

- About Aircraft Technical Records
- Abbreviations & Terms
- Regulatory Structure
- Continuous Airworthiness – The Role of Part M

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## Detailed Content / Topics - The following Subjects will be addressed

- Part 145 Purpose Content and Relationship
- Contract & Subcontract Management
- Introducing the Concept of Airworthiness (From Cradle to Grave)
- Parts Manufacturing Approval PMA Parts – Understanding Issues
- AMC Part 145.A.42 Fabrication of Parts
- Managing Competence within Technical Records
- Typical Tech Records Duties and Activities
- Part M Subpart C Continuing Airworthiness
- Authorized Release Certificates
- The requirement for Technical Records in a PART 145 Organisation
- The Difference between Part M and Part 145 Records
- The role of SMS within the CAMO and Technical Records

## Target groups

This course is suitable for New Starters, CAMO Staff, with particular relevance for Technical Records Staff. It is also suitable for other stakeholders (including Quality Assurance Staff) who are looking for a detailed understanding of the role of technical records.

## Pre-Requisites?

A background in an aviation environment is an advantage but not essential.

## Learning Objectives

- To provide a detailed grounding of the Regulatory environment to understand terms, their meanings and relationship.
- To share the importance of technical records and the importance of the highest standards in managing technical records
- To share best practice process and procedures

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## What do People Say about Sofema Aviation Services Training?

"The instructor used the right words to explain the material."  
"The discussions among the group were very beneficial."  
"The instructor showed very resourceful background and experience."  
"All sections of the course were related to my field."  
"Adequate answers were given to specific questions."

## Duration

2 Days – To commence at 09.00 and finish at 17.00, with appropriate refreshment breaks.

Sofema Aviation Services offers a flexible approach to developing all in-company training courses which are specific to the client's needs. If you would like additional information concerning how course content may be configured to be more appropriate for your organisation please email [office@sassofia.com](mailto:office@sassofia.com)

To register for this training, please email [office@sassofia.com](mailto:office@sassofia.com) or Call +359 28210806



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