

## EASA Aircraft Technical Records Advanced for CAMO & TR Staff – 3 Days

### Introduction

Regulatory Requirements and Best Practice – This 3 day intermediate to advance level course is designed for CAMO staff 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 senior 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 the 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.

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<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Advanced
<b>Price</b>	On Demand

## What is the Benefit of this 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
- e) Achieve awareness of both requirements and best practice related to the management of EASA Compliant Aircraft Technical Records
- f) Understanding Organisational Roles and Responsibilities Compliant with TSO / ETSO Management & oversight
- g) To consider the Oversight of Maintenance Activities related to Part 21 Management of STC,s Mods and Repairs.
- 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 12 years of 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!](#)

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## What Makes SAS EASA Aircraft Technical Records Advanced for CAMO & TR Staff – 3 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

#### Day 1

- About Aircraft Technical Records
- Abbreviations & Terms
- Regulatory Structure
- Continuing Airworthiness – The Role of Part-M
- Part-145 Purpose, Content and Relationship
- Contract and Subcontract Management
- Introducing the Concept of Airworthiness (From Cradle to Grave)
- Introduction – Service Information – SIL, SB, VSB
- The Beginning of EASA / FAA Joint Certification
- STC Introduction

#### Day 2

- Parts Manufacturing Authority PMA / EPA
- Difference Between FAA Parts Manufacturer Approval (PMA) & FAA Supplemental Type Certificate (STC) Parts?
- Certification and Approval Process FAA / EASA
- Bilateral Acceptance of EASA / FAA STCs
- Fabrication of Parts
- Managing Competence within Technical Records

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

### Day 3

- Typical Technical Records Duties and Activities
- Auditing Aircraft Maintenance Check Packs and other Quality Control Processes
- Part-M Subpart C Continuing Airworthiness
- Authorised Release Certificates
- TSO / ETSO Introduction
- Repairs as applicable to TSO / ETSO Articles
- Bilateral Acceptance of EASA / FAA ETSO / TSO Articles
- The Requirement for Technical Records in a Part-145 Organisation
- The Difference between Part-M and Part-145 Records
- Ensuring the Integrity of EASA Aircraft Technical Records – Correcting Errors & Omissions
- The Role of SMS within the CAMO and Technical Records
- Aircraft Redelivery Technical Records Preparation and Issues

### Target groups

This course is suitable for CAMO Staff, wishing to develop an in depth understanding of Certification and Technical Records 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?

*"I found satisfying answers to all my questions."  
"The instructor demonstrated very deep knowledge of the subject."  
"The length of the course fit my needs and expectations."  
"The content was really effective, I gained a lot of new knowledge."  
"The practical examples were perfectly delivered."*

### Duration

3 days – Start at 09.00 and finish at 17.00, with appropriate refreshment breaks.

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

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