

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 Cycls & Lndgs.
- 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.

What is the Benefit of this Training – What will I learn?

- Understand the role of Technical Records within the CAMO group and 145 organisation
- Understanding how an effective technical records system can protect asset value
- Understand the regulations which drive both Part M and Part 145 Technical Record Requirements
- Be able to explain the concept of Airworthiness and the need for Continuing Airworthiness Records
- Achieve awareness of both requirements and best practice related to the management of EASA Compliant Aircraft Technical Records
- Understanding Organisational Roles and Responsibilities Compliant with TSO / ETSO Management & oversight
- To consider the Oversight of Maintenance Activities related to Part 21 Management of STCs, Mods and Repairs.
- Understand the need for Self-Monitoring Procedures (SMP) and the role of Quality Control within the Technical Records Environment

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Level	Applied
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Detailed Content / Topics - The following Subjects will be addressed

Day 1

Introduction - EASA Aircraft Technical Records Advanced for CAMO & Technical Records (TR) Staff
Abbreviations & Terms
Regulatory Framework
Understanding The Operators Aircraft Maintenance Programs (AMP)
Contract & Subcontract Management (145.A.205)
Design Aspects of Airworthiness
Understanding the Certification and Approval Process

Day 2

Tech Records Considerations AD's, SB's and VSB's
The Difference Between Part M and Part 145 Records
The Beginning of EASA / FAA Joint Certification
Primary Technical Record Considerations – Boeing, Airbus and Embraer
STC Introduction
Parts Manufacturing Authority (PMA) / EPA
The Technical Records Perspective: Managing FAA PMA vs. FAA STC Parts
Fabrication of Parts
Back to Birth and Life Limited Part Considerations
Review of Hard Time, Life Limited, Condition Monitored and On Condition Requirements
Auditing Aircraft Maintenance Check Packs and Other Quality Control Processes
Bilateral Acceptance of EASA / FAA STCs
Managing Competence Within Technical Records

Day 3

Typical Technical Records Duties and Activities
Part M Subpart C Continuing Airworthiness
Authorised Release Certificates
TSO / ETSO Introduction
Repairs as Applicable to TSO / ETSO Articles
Structural Repairs Technical Records Considerations
The Requirement for Technical Records in a Part-145 Organisation
Ensuring the Integrity of EASA Aircraft Technical Records – Correcting Errors & Omissions
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.

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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

Certificate wording

Introduction to Aircraft Technical Records and the EASA Regulatory Background. Understanding Compliance with EASA Part M, Part M Subpart C Continuing Airworthiness and EASA Part 145, A review of best practice, Self Monitoring Procedures SMP and common errors which occur. Managing Technical Records to the highest standards. Reviewing retention periods. STC Introduction, The use of PMA, TSO & ETSO Introduction & Authorized Release Certificates

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 a very resourceful background and experience."
"All sections of the course were related to my field."
"Adequate answers were given to specific questions."*

Duration

3 days – each day will commence at 09.00 and finish at 17.00, with appropriate refreshment breaks.

To register for this training, please email team@sassofia.com or Call +359 28210806

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



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