



Croatian Civil Aviation Agency

ODJEL ŠKOLSTVA I LICENCIRANJA
TRAINING AND LICENSING DEPARTMENT

ZAHTJEV/LISTA USKLAĐENOSTI - INICIJALNO ODOBRENJE MTOE
APPLICATION - MTOE COMPLIANCE CHECKLIST WITH EC 2042/2003

Instructions:

This application is to be completed by the applicant requesting the initial approval of MTOE (only).

This application shall be followed with:

- required administration fee: 70,00 kn
- MTOE (one hardcopy and one copy on CD/DVD media)
- application letter from organization (when change of MTOE)

In the field "Organisation reference" the applicant is required to put the reference on manual where the requirement is described or "N/A" if not applicable.

"Organisation reference" shall include "the name of the manual, chapter and page". It serves as quality control for the applicant and as statement of compliance that the MTOE is compliant with all applicable EC 2042/2003 requirements. If the requirement is not applicable applicant shall fill N/A in the field "Organisation reference".

Results (Satisfactory-S, Unsatisfactory-U, Not applicable – N/A) are checked by CCAA Inspectors. Fields: S, U, N/A are marked, as appropriate, with "X".

In case of amendment of MTOE, organization shall submit application letter from organization (including list of changes) together with administration fee 70,00 kn.

Organization name:	
Date of application	
Training manager (name, surname & signature)	
Quality Manager (name, surname & signature)	
Accountable Manager (name, surname & signature)	



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MAINTENANCE TRAINING ORGANISATION EXPOSITION (AMC 147.A.140)					
PART 0	GENERAL	Organization reference	RESULTS		
			S	U	N/A
	The following subject headings form the basis of the MTOE required by 147.A.140				
	Whilst this format is recommended it is not mandatory to assemble the MTOE in this manner as long as a cross reference index is included in the MTOE as an appendix and the Part 1 items remain in Part 1.				
	Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.				
	Where an organisation is approved in accordance with any other Part(s) which require an exposition it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the parts 2, 3 and 4. When this method is used it is essential to include the cross reference index of Part 4 item 4.3.				
PART 1	MANAGEMENT	Organization reference	RESULTS		
			S	U	N/A
1.1.	Corporate commitment by accountable manager				
1.2.	Management personnel				
1.3.	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor				
1.4.	Management personnel organisation chart				
1.5.	List of instructional and examination staff <u>Note:</u> A separate document may be referenced				
1.6.	List of approved addresses				
1.7.	List of sub-contractors as per 147.A.145(d)				
1.8.	General description of facilities at paragraph 1.6 addresses				
1.9.	Specific list of courses approved by the competent authority				
1.10.	Notification procedures regarding changes to organisation				
1.11.	Exposition and associated manuals amendment procedure				
PART 2	TRAINING AND EXAMINATION PROCEDURES	Organization reference	RESULTS		
			S	U	N/A
2.1.	Organisation of courses				
2.2.	Preparation of course material				
2.3.	Preparation of classrooms and equipment				
2.4.	Preparation of workshops/maintenance facilities and equipment				



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PART 2	TRAINING AND EXAMINATION PROCEDURES	Organization reference	RESULTS		
			S	U	N/A
2.5.	Conduct of theoretical training & practical training (during basic knowledge training and type/task training)				
2.6.	Records of training carried out				
2.7.	Storage of training records				
2.8.	Training at locations not listed in paragraph 1.6				
2.9.	Organisation of examinations				
2.10.	Security and preparation of examination material				
2.11.	Preparation of examination rooms				
2.12.	Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)				
2.13.	Conduct of practical assessments (during basic knowledge training and type/task training)				
2.14.	Marking and record of examinations				
2.15.	Storage of examination records				
2.16.	Examinations at locations not listed in paragraph 1.6				
2.17.	Preparation, control & issue of basic training course certificates				
2.18.	Control of sub-contractors				
PART 3	TRAINING SYSTEM QUALITY PROCEDURES	Organization reference	RESULTS		
			S	U	N/A
3.1.	Audit of training				
3.2.	Audit of examinations				
3.3.	Analysis of examination results				
3.4.	Audit and analysis remedial action				
3.5.	Accountable manager annual review				
3.6.	Qualifying the instructors				
3.7.	Qualifying the examiners				
3.8.	Records of qualified instructors & examiners				
PART 4	APPENDICES	Organization reference	RESULTS		
			S	U	N/A
4.1.	Example of documents and forms used				
4.2.	Syllabus of each training course				
4.3.	Cross reference Index - if applicable				

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			
CCAA Inspector			

Note: CCAA Inspector shall provide detailed list of non-compliances, if found.