

 <p><b>SOUTH AFRICAN</b> <b>CIVIL AVIATION</b> <b>AUTHORITY</b></p>	<p><b>REPUBLIC OF SOUTH AFRICA</b></p> <p><b>CIVIL AVIATION AUTHORITY</b></p>	<p>CAA Private Bag x08 Waterkloof 0145</p>
<p>Tel: (012) 346-5566 Fax: (012) 346-6059 E-Mail: mail@caa.co.za</p>	<p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p><b>AIC</b> <b>65-8</b> <b>04-02-20</b></p>

**AIRWORTHINESS**

**AME MATTERS**

**APPROVED TECHNICAL TRAINING CENTRE (ATTC) AND**  
**REQUIREMENTS FOR TRAINING OF AIRCRAFT**  
**MAINTENANCE ENGINEERS (AME) AT AN APPROVED ATTC**

- ☞ Indicates changes.
- ☞ This AIC replaces AIC 65-8 dated 99-03-15.
- 1. For an organisation to obtain CAA approval as an Approved Technical Training Centre (ATTC) the following will apply:
  - ☞ 1.1 The organisation concerned shall apply to this Authority on the prescribed form to have its facility approved as a technical training centre.
    - 1.2.1 The training personnel shall be suitably qualified instructor(s) and shall have successfully passed a factory course, or be licensed on the aircraft or component concerned, or be adjudged proficient to present the course by the Commissioner. Proof of the qualifications of the instructor shall be submitted to this Authority for appraisal. Recurrent training to be approved by the Commissioner.
    - 1.2.2 Refresher Training/Courses shall be offered at least every 2 years to Training Personnel to ensure that they are up-to-date with the latest developments and technology.
  - 1.3 Copies of all course manuals, instruction material and examinations shall be submitted to this Department for evaluation and approval.
  - 1.4 Provision shall be made for an official of this Department to sit in on the course to assess the quality of the instruction and instruction material, at no charge and at any time so required.
  - 1.5 **The course program shall include field trips to the aircraft or equipment concerned, in order to familiarise the pupils with the location and, where possible, the operation of the equipment being lectured on.**
  - ☞ 1.6 To enhance the transfer of knowledge and to optimise the Instructor/student interaction, class sizes are to be limited to 10 students. When field trips practical are part of the course smaller groups are recommended.
  - 1.7 Classrooms shall be adequately illuminated, ventilated and equipped with a table and chair for each student. Proper instructional equipment, such as blackboards, overhead projectors, slide projectors, illustrations, etc to properly instruct the students shall be provided.
  - 1.8 Where practicable, task cards shall be compiled so that the pupil can carry out practical tasks on the aircraft, under instruction of the instructor or a person who is licensed or certified on the aircraft concerned.
  - 1.9 An instruction period shall not exceed 50 minutes followed by a break of at least 10 minutes and with a lunch break. Total instruction should not exceed 6 periods per day.
  - 1.10 Smoking shall not be permitted in the class room. Designated areas shall be provided where smoking will be permitted.
  - 1.11 Examinations and progress tests shall be conducted during the course. These examinations or tests should comprise multiple choice type questions with three suggested possible answers, only one of which will be correct. The number of questions will be dependent on the content and complexity of the lectures concerned. 75% is the minimum

pass mark. The questions shall be randomly selected. No candidate shall be allowed to write the **same** examination paper more than once. Proof of control of examination paper shall be required.

☞ 1.12 The number of questions per final examination and the duration of each paper shall be as follows: 100 questions in one-and-a-half (1½) hours: 150 questions in two (2) hours. For aircraft above 5 700 kg and gas turbine engines the

number of questions shall be 100, whereas for all aircraft below 5 700 kg there shall be 100 questions. For X ratings the number of questions shall be at least 100, all of which are to be approved by the SACAA.

1.13 Where courses are conducted on a continuous basis the minimum of three examination papers shall be written on a rotational basis, to prevent the candidates from getting used to the papers.

1.14 It shall be the responsibility of the approved organisation concerned to ensure that all examination papers are returned to it after the examinations have been completed. All examination papers and answer scripts shall be locked away in a steel cabinet in a secure, locked room. It will be the Accountable Manager's responsibility to ensure that no person has access to the locked room or cabinet without prior permission from a duly authorized person. Strict control shall be exercised to ensure that examination paper security is maintained at all times. **NB:** Failure to maintain strict security at all times will result in immediate cancellation of any approval granted by this Authority.

1.15 The SACAA Approved Technical Training Centre shall then have the authority to issue course certificates to the successful candidate, stating that the course concerned has been approved by the Commissioner.

2. Successful course participants will receive their certificates from the training centre and the procedure for the issue of a licence or any additions thereto will be as follows:

☞ 2.1 A certified copy and certified copies of the log books shall be submitted to this Authority together with the necessary fees, whereupon the Commissioner may issue a licence or agree to endorsement of the licence, as the case may be.

3. **This Authority reserves the right to re-examine any candidate should it be deemed necessary to do so.**