



Form No. RPPL.F.055A  
 AMDT No. 1  
 Page No. 1 of 9  
 Issue Date: 2-Feb-2015

**APPLICATION FOR APPROVAL OF AIRCRAFT  
 TYPE TRAINING COURSE NOT CONDUCTED BY  
 A PART-147 MAINTENANCE TRAINING  
 ORGANISATION**

**Please complete the form in BLOCK CAPITALS having read the guidance notes attached to this form.**

**1. Applicant Details**

Name of Applicant / Course Co-ordinator: ..... Licence No. ....

Name of Applicant Organisation: .....

Address of Applicant Organisation: .....

.....

Contact Tel. No. .... Fax Number: ..... E-Mail : .....

Name of course provider: .....

Course Title / Aircraft Type: ..... Course No: .....

Category B1  B2  C

Course Elements: Knowledge Training  Knowledge Examinations

Practical Training  Practical Assessment

Location (Classroom training): .....

Location (practical training): .....

Duration of knowledge course: ..... Total Hours: .....

Start Date: ..... End Date: ..... Exam/assessment dates: .....

Name of person responsible for the course: .....

Name of Instructor(s): .....

Name of examiner(s): .....

Name of practical assessor(s): .....

**2. FACILITIES**

Are the facilities adequate to ensure protection from the prevailing weather elements? Yes  No

Are the facilities of overall size to cope with all planned training and examination on any particular day? Yes  No

Are the facilities fully enclosed and separate from other facilities for theory training and examinations? Yes  No

Are light, noise, temperature and humidity controlled to a level such that students are able to concentrate on their studies or examinations without undue distraction or discomfort? Yes  No

Is access provided to appropriate facilities containing examples of the aircraft and/or engine type? Yes  No

How many students enrolled for the course: Theory (max 28) \_\_\_\_\_ Practical (max 15) \_\_\_\_\_

Is adequate office accommodation provided for the instructor(s), examiner(s) and practical assessor(s)? Yes  No

Are adequate storage facilities available for examination papers and training records? Yes  No

Will the students have access to a library containing all current technical material appropriate to the training course? Yes  No



Form No. RPPL.F.055A  
AMDT No. 1  
Page No. 2 of 9  
Issue Date: 2-Feb-2015

**APPLICATION FOR APPROVAL OF AIRCRAFT  
TYPE TRAINING COURSE NOT CONDUCTED BY  
A PART-147 MAINTENANCE TRAINING  
ORGANISATION**

**3. PERSONNEL REQUIREMENTS**

- Is there sufficiently experienced/qualified personnel to perform the training? Yes  No
- Are copies of qualifications for instructors/examiners/assessors attached? Yes  No

**4. INSTRUCTIONAL EQUIPMENT**

- Does the classroom have appropriate presentation equipment? Yes  No
- Is there access to appropriate aircraft type? Yes  No

Record details of access .....

**5. THEORETICAL TRAINING**

What are the course entry requirements? .....

What is the minimum days/hours attendance required? .....

- Is the course format and level in accordance with Part-66 Appendix III? Yes  No
- Is the course content in accordance with Part-66 Appendix III? Yes  No
- Is a copy of the TNA attached? Yes  No

**6. PRACTICAL TRAINING**

What is the duration of practical training? .....

- Are the practical elements in accordance with Part-66 Appendix III? Yes  No
- Is the practical assessment in accordance with Part-66 Appendix III? Yes  No
- Are draft practical training logbook and records attached to the application? Yes  No
- Will copies of completed practical training records be submitted on completion? Yes  No



Form No. RPPL.F.055A  
AMDT No. 1  
Page No. 3 of 9  
Issue Date: 2-Feb-2015

**APPLICATION FOR APPROVAL OF AIRCRAFT  
TYPE TRAINING COURSE NOT CONDUCTED BY  
A PART-147 MAINTENANCE TRAINING  
ORGANISATION**

## 7. TRAINING PROCEDURES

List of Students and copy of ID's (Passport) attached Yes  No   
Copy of draft attendance record sheet attached (hrs/day for each day) Yes  No

## 8. EXAMINATIONS

Is the theoretical examination standard in accordance with Part-66 Appendix III para 4.1? Yes  No   
Will conduct of examinations be iaw Part 66 147.A.135? Yes  No   
Is examination questions and format attached? Yes  No   
Will copies of completed exams and records be submitted? Yes  No

## 9. CERTIFICATES

Is a copy of the training certificate template attached? Yes  No   
Will copies of all issued certificates be submitted on completion? Yes  No

## 10. AUDIT

An Audit of the Theoretical / Practical training and Examination/Assessment maybe required by the IAA as part of the approval process.  
Is access available for the purpose of conducting the audit? Yes  No   
Will any findings be rectified in an acceptable manner prior to completion of the course? Yes  No

## 11. APPLICATION & DECLARATION

Course approval fee (see [www.iaa.ie](http://www.iaa.ie)) Included

I confirm that the information contained in this application form is accurate and correct and on completion of the training course, copies of all documents indicated above shall be sent to the Irish Aviation Authority.

Signed: ..... Date:.....

Name (in block capitals): .....

Title: ..... Organisation:.....

The completed application form together with the documents requested above should be sent to; Regulatory Performance and Personnel Licensing Department, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2.

Note: All applications shall be submitted a minimum of twenty eight days before approval is required.



Form No. RPPL.F.055A  
AMDT No. 1  
Page No. 4 of 9  
Issue Date: 2-Feb-2015

**APPLICATION FOR APPROVAL OF AIRCRAFT  
TYPE TRAINING COURSE NOT CONDUCTED BY  
A PART-147 MAINTENANCE TRAINING  
ORGANISATION**

## **GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS**

### **Guidance Notes**

All sections of the application form must be completed by the applicant personally, any section not applicable should be marked N/A.

Please complete the application form in **BLOCK CAPITALS**

Details of where to send your application, including a checklist for the required supporting documentation can be found under 'Submission Instructions' at the end of this form.

In order for the IAA to process your application as quickly as possible, it is important that you complete the application form correctly. The application form applies to a number of different categories and ratings, so not all sections may be applicable to you. Please complete the form in conjunction with the following guidance notes.

### **Section 1 – Applicant Details**

Please enter details of your own licence if you already hold one.

Please enter details of your current employer, including organisation Approval No.

### **Section 3 – Personnel Requirements**

It is the policy of the Irish Aviation Authority that all instructors, knowledge examiners and practical assessors should be qualified and experienced as follows;

Type knowledge Instructor / Examiner

- a. Be a Part-66 AML type rated licence holder or hold a valid Part-145 authorisation including the type rating in the appropriate category for the type training to be delivered  
or  
Have received instructor type training on the appropriate aircraft type and category.
- b. Have at least three years' experience of instructing or lecturing, or have attained a suitable training or teaching qualification.

Type Practical Instructor / Assessor

- a. Be a Part-66 AML type rated licence holder or hold a valid Part-145 authorisation including the type rating in the appropriate category for the type training / assessment to be performed.

### **Section 5 –Theoretical Training:**

The Training Needs Analysis (TNA) should be iaw Part 66 Appendix III para 3.1 and associated AMC material.

### **Section 11 – Application & Declaration**

This section must be completed by the applicant after reviewing all information entered on the application form.

---



Form No. RPPL.F.055A  
 AMDT No. 1  
 Page No. 5 of 9  
 Issue Date: 2-Feb-2015

**APPLICATION FOR APPROVAL OF AIRCRAFT  
 TYPE TRAINING COURSE NOT CONDUCTED BY  
 A PART-147 MAINTENANCE TRAINING  
 ORGANISATION**

**PAYMENT FORM**

I am paying by:-

MASTERCARD  VISA  LASER  CHEQUE  POSTAL ORDER  OTHER  \_\_\_\_\_

(please specify)

**- PLEASE DO NOT SEND CASH -**

Please make cheques payable to 'Irish Aviation Authority'.

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All credit card details are destroyed upon completion of the transaction. If you would prefer to give card details over the telephone, please call us on +353 1 603 1109 ensuring that you have all of the information required below to hand.

Name of Card holder (as stated on the card) \_\_\_\_\_

Card Number

Valid from:   /   Expiry Date   /

Security Code (last 3 digits on signature strip on reverse of card)

Address of Card holder, if different from applicant \_\_\_\_\_  
 \_\_\_\_\_

For IAA use only

MASTERCARD  VISA  LASER  CHEQUE  POSTAL ORDER  OTHER  \_\_\_\_\_

Amount € \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_