On the Job Training (OJT)

F I N A L A S S E S S M E N T

i.a.w. EASA Part-66 Appendix III 6)

**Personnel data of the applicant:**

Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licence category applied for:

B1.1  B2 

Part-66 Aircraft Type Rating (Airframe & Engine):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before starting the OJT assessment the following prerequisites shall be fulfilled:

* All required tasks from the OJT logbook were performed
* A recommendation from the mentor(s) for the final assessment was submitted
* The aircraft type on which the OJT is performed needs to be available
* Access to all required documents is available
* The licensing authority was informed at least four weeks in advance of the final assessment

Checked by lead assessor (name/ date/ signature):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OJT Organisation information:**

Approved maintenance organisation responsible for the entire OJT programme:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time: \_\_\_\_\_\_\_\_\_\_ Ende time: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Personnel data of the lead assessor/ assessor/ independent observer:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **AML number** | **Role** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

**1. Prerequisites:**

The final assessment of the applicant shall only be performed once the OJT logbook has been completed and the mentor(s) have signed the related recommendation.

The designated assessor conducting the final assessment shall notify the date of the assessment to the licensing authority at least four weeks in advance or after consultation with the licensing authority.

The final assessment shall have a minimum duration of one working day and shall consist of a theoretical and practical part.

The aircraft type on which the OJT is performed needs to be available for the final assessment together with access to the required maintenance data, equipment and tools. A training aircraft may be acceptable.

**2. Performance of the assessment:**

The aim of the final assessment is to sample:

* The general technical knowledge
* The aircraft type specific knowledge and skills
* The understanding of the licence privileges to the aircraft
* The appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.

The final assessment consists of a theoretical and a practical part.

The theoretical part comprises the regulatory framework, safety procedures, knowledge of aircraft and its systems, maintenance procedures and other typical certifying staff activities such as:

- The review and acceptance of work orders

- Shift handover procedures and team coordination

- Communication and interaction with the flight crew

- Dispatch with unserviceable items

- Clear aircraft logbook entries and reporting notes

- Check before release to service.

The theoretical part may be performed either on the aircraft or in theory.

The practical part shall include maintenance tasks on the aircraft. The assessor may decide to simulate some aspects of the maintenance tasks.

**3. Re-assessment**

A failed assessment may be retaken after 3 months or, if additional training has been received and a new recommendation by the mentors has been made, earlier than 3 months if agreed by the assessor(s). After three failed attempts, the complete OJT shall be repeated.

**4. OJT Records**

The OJT documentation shall be provided to the licensing authority to support the application for the issue or change of the licence.

Records of the OJT documentation shall be kept by the maintenance organisation where the OJT is conducted and shall be kept for as long as the person works for the organisation, and shall be retained for at least 3 years after the person has left the organisation.

**Skills and responsibilities demonstrated by the applicant**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **YES** |
| 1 | understanding the importance of professional integrity, behaviour and having an appropriate attitude towards safety |  |
| 2 | understanding the conditions for ensuring the continuing airworthiness of aircraft and components |  |
| 3 | the ability to identify and rectify existing and potential unsafe conditions |  |
| 4 | the ability to prioritise tasks, coordinate with a team, and report discrepancies |  |
| 5 | the ability to determine the required qualifications for the performance of maintenance tasks |  |
| 6 | the ability to confirm the proper accomplishment of maintenance tasks |  |
| 7 | the ability to compile and control completed work cards |  |
| 8 | knowledge of safety risks linked to a particular working environment |  |
| 9 | understanding of human performance and limitations |  |
| 10 | understanding of the AMO’s (where the OJT is performed) privileges and limitations |  |
| 11 | understanding of the AMO’s personnel authorisations and limitations |  |
| 12 | being familiar with the AMO’s documents/forms (work packages, work orders, work cards, etc.) |  |
| 13 | being familiar with AMO’s release-to-service procedures: use of the aircraft technical logbook (ATLB), deferral of items and dispatch under MEL/CDL |  |
| 14 | access, use and control of the required tools and equipment |  |
| 15 | access, use and control of the required ICAs (AMM, TSM, SRM, etc.) |  |

**Theoretical part**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **YES** |
| 1 | Knowledge of the relevant regulatory framework |  |
| 2 | Knowledge of the applicable safety procedures |  |
| 3 | Knowledge of the aircraft and its systems |  |
| 4 | Knowledge of the applicable maintenance procedures |  |
| 5 | Knowledge of the review and acceptance of work orders process |  |
| 6 | Knowledge of shift-handover procedures and team coordination |  |
| 7 | Ability to communicate with the flight crew |  |
| 8 | Knowledge how to dispatch with unserviceable items |  |
| 9 | Knowledge how to clear aircraft logbook entries and reporting notes |  |
| 10 | Knowledge of the required checks before release to service |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TROUBLESHOOTING** | | | |
| Task: | | | |
| Aircraft registration: |  | Document reference: |  |
| Major steps | | | |
| **Removal and Installation** | | | |
| Task: | | | |
| Aircraft registration: |  | Document reference: |  |
| Major steps | | | |
| **Functional/ Operational Test** | | | |
| Task: | | | |
| Aircraft registration: |  | Document reference: |  |
| Major steps | | | |
| **Minimum Equipment List** | | | |
| Task: | | | |
| Aircraft registration: |  | Document reference: |  |
| Major steps | | | |

## RESULT OF THE ASSESSMENT

|  |  |  |
| --- | --- | --- |
|  | **Passed / Failed** | **Statement\*** |
| Skills and behaviour of the applicant | YES  / NO  |  |
| Theoretical part | YES  / NO  |  |
| Troubleshooting | YES  / NO  |  |
| Removal and installation | YES  / NO  |  |
| Functional/ operational test | YES  / NO  |  |
| Minimum equipment list | YES  / NO  |  |

\* Only required, if failed is ticked in the box beside

The candidate has  PASSED /  FAILED the final OJT assessment (tick the respective one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature applicant |  | Signature assessor(s) |  | Signature observer (if in use) |