

VOLUME 4 AIRCRAFT EQUIPMENT AND OPERATIONAL AUTHORIZATION**CHAPTER 11 PROCEDURES TO APPROVE SPECIAL COURSES FOR THE PERFORMANCE OF PREVENTIVE MAINTENANCE ON PRIMARY CATEGORY AIRCRAFT****4-1261 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.**

A. Maintenance. 3388.

B. Avionics. 5388.

4-1262 OBJECTIVE. This chapter provides guidance for the approval of a Primary Category Aircraft (PCA), preventative maintenance course.

4-1263 GENERAL.

A. PCA Course. A PCA preventive maintenance course will cover the additional preventive maintenance tasks allowed under a special inspection and preventive maintenance program. These additional tasks will be listed on the type certificate data sheet or Supplemental Type Certificate (STC).

B. FAA-Approved Course. An Federal Aviation Administration (FAA)-approved preventive maintenance course may be conducted by the manufacturer of a PCA, a certificated Title 14 of the Code of Federal Regulations (14 CFR) part 147 school, or another entity approved by the Administrator. Approval of PCA preventive maintenance courses is delegated to the cognizant Flight Standards District Office (FSDO), and as such, all applications must be made, by letter to that office.

4-1264 PREREQUISITES AND COORDINATION REQUIREMENTS.**A. Prerequisites.**

- Knowledge of the regulatory requirements of 14 CFR parts 21, 91, and 147
- Successful completion of the Airworthiness Inspector Indoctrination course for General Aviation and Air Carrier Inspections, or previous equivalent

B. Coordination. This task may require coordination with certification team members (if the task requires a certification team), regional specialists, and Avionics Aviation Safety Inspectors (ASI).

4-1265 REFERENCES, FORMS, AND JOB AIDS.**A. References.**

- 14 CFR parts 21, 39, and 43

- Advisory Circular 21-37

B. Forms. None.

C. Job Aids. None.

4-1266 PROCEDURES.

A. Establish a Certification File. Ensure that the file contains all pertinent information from the application letter, to include the following information:

1) The name, mailing address, physical location (if mailing address is different), and the telephone number of the part 147 school, PCA manufacturer, or other FAA-approved entity that is providing the course

2) The name of the instructor(s) conducting the training and their Airframe and Powerplant (A&P) mechanic's certificate number

3) The make(s) and model(s) of the aircraft to be taught during the course

4) A description of the proposed PCA preventive maintenance course curriculum and a copy of the actual lesson plan(s) that will be used

5) A list of the facilities, equipment, materials, and tools to be used

NOTE: A new application letter must be submitted when there is a change in ownership, location of training, or the make(s) and model(s) of PCA being taught.

B. Review. Review any previous correspondence with the applicant and check the EIS for a previous violation history.

C. Review the Proposed Curriculum. Review the course content to ensure the following:

1) The course specifies a specific or similar make and model of aircraft.

NOTE: A specific make/model would be a Cessna 140; a similar type would be a Cessna 120, 150, 152, etc.

2) The course covers, at a minimum, the applicable preventive maintenance items specified in part 43, appendix A and the additional PCA preventive maintenance items specified in the type certificate data sheet or the STC issued for the conversion of the aircraft.

3) The course also teaches the following:

- Required maintenance record entries

- Use of type certificate data sheets, Airworthiness Directives (AD), service bulletins, and any other records appropriate to the aircraft
- Privileges and limitations

4) The course was developed from the appropriate manufacturer's maintenance manuals and instructions.

5) The course consists of a minimum of 24 hours of instruction and is taught to Level 1, as defined in part 147 for the applicable preventive maintenance items 1 through 29 as specified in part 43, Appendix A and to Level 2 for the more complex items listed in the preventive maintenance program as specified in the type certificate data sheet or the STC.

6) The course requires the use of the appropriate equipment and/or parts of the specific make and model aircraft being taught. The aircraft equipment and parts may be furnished by the school, manufacturer, or owner, and may be separate or installed on an aircraft.

D. Inspect the Applicant's Facility. Ensure that the applicant's facility constitutes an environment suitable for learning and testing by determining the following:

- 1) The facility is adequate for the number of students participating in the course.
- 2) The facility has appropriate ventilation, lighting, noise insulation, and temperature controls.
- 3) The facility has the shop equipment, tools, and appropriate equipment and parts available for the specific make and model aircraft being taught.

E. Evaluate the Applicant's Recordkeeping System. Ensure the following:

- 1) That each student's record lists the specific courses taught, the course hours attended, and the make and model PCA.
- 2) That each student's record is kept for at least two years after the end of the student's enrollment and that the records are available for inspection by the Administrator during that period.
- 3) That each student's record contains a copy of the certificate of competency that is issued upon successful completion of the course. This certificate must specify the aircraft make and model that the course was given for.

4-1267 TASK OUTCOMES.

A. PTRS. File PTRS Data Sheet.

B. Completion. Successful completion of this task will result in course approval being granted, in writing.

NOTE: After the course is approved, no curriculum changes may be made without prior FAA approval.

4-1268 FUTURE ACTIVITIES. Routine surveillance.

RESERVED. Paragraphs 4-1269 through 4-1285.