



United Kingdom Civil Aviation Authority

UK REGULATION (EU) No. 1321/2014, ANNEX IV, PART 147
DISTANCE LEARNING COMPLIANCE CHECK LIST

		Survey Ref No <i>CAA Use Only</i>
Organisation Name:		Part 147 Approval Number:
Address:		
Contact Name:	Tel No:	Email:
MTOE Reference:		CAA Regional Office:
Compiled by; (Org):	Reviewed by; (CAA) <i>CAA Use Only</i>	Date:

Instructions for completion by applicant and CAA

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of Part 147. The question number is indicated in (column 1) and the question in column (2). The MTOE or procedure reference, if any part is not relevant then N/A should be inserted in column (3), it should be stated also column (3) why the part is not applicable.

Column (4) should give details of method of compliance and verification by the Quality Dept.

If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.

Once completed please return this document to the Allocated Surveyor dealing with the Part 147 approval.

(1)No.	(2) Question	(3) Answer / MTOE Ref:	(4) Quality Assurance Verification
1	Which communication medium are you using? Skype / ZOOM / etc.		
2	Have you tried any other mediums and what influenced your decision?		
3	What will the maximum class size be? - how have you validated this as satisfactory?		
4	How do you implement student monitoring?		
5	How is the requirement for access to aircraft or components catered for?		
6	Digital alternatives planned Student visits, etc?		
7	How is the virtual classroom designed, standardised and maintained? e.g. the image / stage that the Student physically sees on the screen.		
8	Student attendance – how is this monitored during the entire lesson, especially important for basic training and the minimum attendance requirement?		

9	Have the original course TNAs / SF Forms been altered / updated?		
10	How is the training material accessed by the Student?		
11	How will students be able to access the MTO's training resource library? - Will there be access during out of tuition periods?		
12	What is the minimum standard for the Student's IT equipment? Camera, Broadband speed, Hard drive capacity, etc.		
13	What additional training have the Instructors undertaken? Bespoke course, etc		
14	Will you be planning to deliver any asynchronous content? – will this be a pre-recorded lesson, as opposed to a live Instruction		
15	How will the standard of engagement between the Student / Instructor interactions be maintained?		
16	Student identification – how is this established, especially for remote type training where you may not have met the Student?		

17	Student engagement – how will a student ask a question or engage directly with the Instructor?		
18	How is the Instructor engagement and mentoring being achieved?		
19	What has been put in place to ensure that the Instructor will be able to assess student/s cognition and understanding?		
20	How is Quality Oversight conducted and how does the CAA access the training?		
21	What are the proposals for aircraft visits / practical training? - how will they be conducted and by who?		
22	What provisions are in place for typical component demonstrations etc?		
23	What is the Organisations provision for examinations? - phased weekly exams? – how will the final exam to be conducted and where?		
24	Following any exam failure, how will re-training be conducted?		
25	With respect to Examination security has a risk analysis been carried out?		