

**[ ATO ADMINISTRATIVE ORDER NO. 8.09, S. 2001,  
June 17, 2002 ]**

**CIVIL AIR REGULATIONS GOVERNING ISSUANCE OF AIRCRAFT  
MAINTENANCE TECHNICIAN SCHOOL, CERTIFICATES OF  
RATINGS**

Pursuant to the provisions of the Republic Act 776, the following rules and regulations are hereby promulgated.

This Administrative Order shall be known as Civil Air Regulation Governing Issuance of Aircraft Maintenance Technician School Certificates and Ratings.

**Chapter I  
General**

**1.0 Applicability**

This Administrative Order prescribes the requirements for issuing Aviation Maintenance Technical School Certificates and associated ratings and the general operating rules for the holders of these certificates and ratings.

**1.1 Certificate Required**

a. No person may operate in Aviation Maintenance Technician School without an Air Agency Certificate duly approved by the Assistant Secretary of Air Transportation or those in violation of any provisions of this Administrative Order.

**1.1a DEFINITION OF TERMS:**

a. **AO** — means this Administrative Order 8.09 entitled "Civil Air Regulation Governing Aircraft Maintenance Technician School Certificates and Rating

b. **ASSEC** — refers to the Assistant Secretary of Air Transportation Office

c. **ATO** — means Air Transportation Office

d. **Certificate** — refers to the Air Agency Certificate (AAC) of an Aviation Maintenance Technician School issued based from this Administrative Order.

e. **Certificate Holder** — refers to an individual or company that has complied all the requirements of this AO thereby AAC has been issued under his/their name.

f. **Rated Instructor** — under this AO it is a person, which has a valid and current A & P or Avionics License and Ground Instructor License.

g. **Specialized Instructor** — an instructor **knowledgeable** to teach Mathematics, Physics, Drawings, Computers and similar subjects but has no A & P nor Avionics and Ground Instructors License.

h. **Ratings** — these are ratings covered by the Certificate such as airframe, powerplant, airframe and powerplant or avionics.

## **1.2 Application and Issue**

a. An application for a certificate and rating, or for an additional rating, under this Administrative Order is made on a form in a manner prescribed by the Assistant Secretary, and submitted with —

1. Letter of intent to operate or renew an Aircraft Maintenance Technician School;
2. A description of the proposed curriculum and its syllabus;
3. A list of the facilities and materials to be used with photographs of the facilities;
4. A list of instructors, including the kind of licenses and ratings held, the validity and license number, and their subjects to be taught; and
5. A statement of the maximum number of students it expects to teach at any one time and instructors schedule.

b. An applicant who meets the requirements of this Administrative Order is entitled to an Aviation Maintenance Technician School Certificate and associated ratings prescribing such operations specifications, and limitations that are necessary in the interest of safety.

## **1.3 Inspection and Duration of Certificates**

a. An Air Agency Certificate to operate an Aircraft Maintenance Technician School with its specific ratings shall be effective for a period of one (1) year unless it is surrendered or revoked.

b. Holder of a Certificate that is surrendered or revoked for whatever reasons shall be returned to Aviation Safety Division, Air Transportation Office.

c. The Assistant Secretary or his authorized representative shall inspect certificate holder on its personnel, facilities, equipment and records to determine its compliance with this AO.

d. Surveillance inspection shall be made within validity of the certificate or at least six (6) months after issuance and renewal inspection on the 11th month or one (1) month prior to renewal.

# **Chapter II**

## **Certification Requirements**

## **2.0 Ratings**

The following ratings are issued under this Administrative Order:

- a. Airframe
- b. Powerplant
- c. Airframe and Powerplant
- d. Avionics

## **2.1 Facilities, Equipment and Material Requirements**

- a. An applicant for an Aviation Maintenance Technician School Certificate and Rating must have at least the facilities, equipment and materials specified in 2.2. through 2.4 that is appropriate to the rating he seeks.
- b. The school buildings and their facilities must conform to the National Building Code, electrical, fire, sanitation and health codes.

## **2.2 Space Requirements**

An applicant for an Aviation Maintenance Technician School Certificate and Rating or for an additional rating have such of the following properly lighted and ventilated facilities as appropriate to the rating he seeks and as the Assistant Secretary through his authorized representative/s determines. It must have a maximum number of twenty five (25) students it is expected to be taught at any time. Each classroom must have an area of not less than 30 square meters.

- a. An enclosed classroom, separate from other space and facilities, suitable for teaching theory classes.
- b. Suitable facilities, either central or located in the training areas, arranged to assure proper separation from the working space for the segregation and protection of parts, tools materials and similar articles.
- c. Suitable separate space for doping and painting spraying.
- d. Suitable separate space equipped with washtank and degreasing equipment with air pressure, or other adequate cleaning equipment.
- e. Suitable facilities for running engines.
- f. Suitable separate spare, with adequate equipment, including benches, tables and instruments, to disassemble, repair or assemble, test, service and inspect:
  - 1. Ignition, electrical equipment and appliances;
  - 2. Carburetors and fuel system; and
  - 3. Hydraulic and vacuum systems for aircraft, aircraft engines and their appliances.
- g. Suitable space, with adequate including tables, benches, horses, stands and

jacks, for disassembling, inspecting and rigging aircraft.

h. Suitable space, with adequate equipment, for disassembling, inspecting, overhauling, assembling, and troubleshooting and timing engines.

### **2.3 Instructional Equipment Requirements**

a. An applicant for an Aviation Maintenance Technical School Certificates and Rating, or for an additional rating must have such of the following instructional equipment as is appropriate to the rating he seeks:

1. Various kinds of airframes structures, airframes systems and components, powerplants and powerplant systems and components (including propellers) of a quantity and type suitable to complete the practical projects required by its approved curriculum.

2. At least one (1) aircraft of a type of a currently certificated by ATO for private or commercial operation, with powerplant, propeller, instruments, two (2) way radio, landing lights and other equipment and accessories on which a mechanic might be required to work and which he should be familiar.

b. The equipment required by paragraph (a,2) of this section need not be in an airworthy condition. However, if it was damaged, it must have been repaired enough for complete assembly.

c. Airframes, powerplants and propellers, appliances and components thereof, on which instruction is to be given, and from which practical working experience is to be so diversified as to show the different methods of construction, assembly inspection and operation when installed in an aircraft for use. There must be enough units so that no more than eight (8) students will work on any one (1) unit at a time.

d. If the aircraft used for instructional purposes does not have retractable landing gear and wing flaps, the school must provide training aids, or operational mock-ups of them.

e. For applicant on Avionics rating, it must have the following basic functional instructional test/tools equipments; Volt-ohm meter (VOM), frequency counter, oscilloscope, signal generator and other equipment necessary for testing aircraft's communication and navigation instrument. It must also have functional comm/nav instruments for instructional purposes.

### **2.4 Materials, Tools and Shop Equipment Requirements**

An applicant for an Aviation Maintenance Technical School Certificate and Rating, or for additional rating must have an adequate supply for materials and tools and such of the shop equipment, special tools and other miscellaneous tools and equipment as appropriate to the approved curriculum of the school and are used in constructing and maintenance aircraft, to assure that each student will be properly instructed. The tools and shop equipment must be in satisfactory working condition and of the proper kind for the purpose for which they are to be used.

## **2.5 General Curriculum Requirements**

a. An applicant for an Aviation Maintenance Technical School Certificate and Rating, or for an additional rating, must have an approved curriculum that is designated to qualify his students to perform the duties of a mechanic for a particular ratings.

b. The curriculum must offer at least the following number of hours or instruction for the rating shown:

1. AIRFRAME — 1150 hours, (400 hours general plus 750 hours airframe)
2. POWERPLANT — 1150 Hours (400 hours general plus 750 hours powerplant )
3. COMBINED AIRFRAME and POWERPLANT — 1900 hours (400 hours general plus 750 hours airframe and 750 hours powerplant)
4. AVIONICS — 1900 hours (400 hours general plus 750 hours aircraft electrical/electronics and 450 hours aircraft navigation and instrumentation and 300 application and basic communications)

c. The curriculum must cover the subjects and items prescribed in Appendix B and in Appendix C and D as applicable. Each item must be taught at the indicated level of proficiency as defined in the Appendix A.

d. The curriculum must show -

1. The required practical projects to be completed.
2. For each subject, the proportion of theory and other instructions to be given; and
3. A schedule of the required school test to be given.

e. The curriculum must be designated that at least fifty (50) percent of the total curriculum time is spent in shop and laboratory instruction excluding On-job-training which must be spent at actual facilities or airlines at about two hundred fifty (250) hours.

## **2.6 Instructor Requirements**

An applicant for an Aviation Maintenance Technical School Certificate and Rating or for additional rating must provide the number of instructors holding Aircraft Mechanic and Specialist and Ground Instructor's licenses and ratings issued under Administrative Order No. 60 that the ATO determines necessary to provide adequate instruction and supervision of the students, including at least one (1) such instructor for twenty five (25) students in each shop or laboratory class. However, the applicant of AAC may provide specialized instructors to teach only in Mathematics, Physics, Drawing and similar subjects.

## **Chapter III Operating Rules**

### **3.0 Attendance and Enrollment, Test and Credit for Prior Instruction or**