

All communications should  
Be addressed to the  
Dy. DIRECTOR OF AIRWORTHINESS,  
BY TITLE ONLY, NOT BY NAME.



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GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT  
OFFICE OF THE Dy. DIRECTOR OF AIRWORTHINESS  
HYDERABAD AIRPORT HYDERABAD 500 016

File. No: Q-3/FAA/FC/ 1021

Dated: 03-08-2011

To  
Accountable Manager  
Flytech Aviation Academy  
Hyderabad.

(KIND ATTN: Krishnamurthy, Quality Manager)

Subject: Refresher Course for AMEs

Sir,

Reference may please be made to your letter no FAA/AMO/2011-73 dated 03-07-2011  
pertaining to above subject.

The syllabus for refresher course submitted by you has been approved by this office. You  
are hereby advised to intimate the exact dates and course plan to this office.

Yours faithfully

(Surender Teppo)  
Dy. Director of Airworthiness

km.  
A/10/1

**FLYTECH AVIATION ACADEMY. REFRESHER COURSE - May 2014**

The following syllabus as spelt out in AAC 8 of 2000 will be the topics for lectures and discussions:-

SI No.	Topic	Details
i)	Revision to Aircraft Rules,CAR,AAC,ASC	Discussions of each relevant aircraft rules, and discussion of each CAR, AAC , ASC with inputs invited from the participants of these documents.
ii)	Amendments to MOE/MOM	Discussions on reasons for the amendments to the MOM& MOE, source of information for amendments, how to amend ,points to discuss the amendments with the DGCA authorities, operator's inputs will be invited.
iii)	Any change in Organization setup	Discussions of kinds of changes and how to implements changes.
iv)	DGCA Mandatory Modifications issued/cancelled applicable to Cessna 152& Cessna 172 aircraft and engine & propeller fitted there on.	Receipt of documents, analysis, recording, implementation and technical information dissemination to engineering personnel, intimation to DGCA authorities, preparation of Off job sheets if the modification is applicable.
v)	Significant SBs/Service Instructions letter and any changes to manufacture's documents such as Maintenance Manual/component maintenance Manuals etc. applicable to Cessna 152 &Cessna 172 aircraft and engine &propeller fitted with there on.	Receipts of documents, analysis, implementation as required by the documents. Recording in relevant logbooks where applicable. Intimation to the DGCA authorities.
vi)	Any changes in the Approved Maintenance Schedules/Procedure sheets applicable to Cessna 152 & Cessna 172 aircraft and engine & propeller fitted there on.	Discussion on reason for changes ,reference documents of the manufacture, amendment to the procedure sheets and their approval, intimation to DGCA, updating of Engineering procedures Manual and Master Maintenance Schedules file.

vii)	Accidents (relevant to the fleet) reasons etc.	Review of accidents (if any) to company's fleet, reasons, and inputs from participants regarding any accidents to their aircraft and reasons.
viii)	Incidents, their cause and remedial action, prevention there of and action taken against the erring personnel.	Review of incidents (if any) to company's fleet reasons. Inputs from participants regarding any incidents to aircraft in their fleet and actions they have taken.
ix)	Defects	Review of defects, analysis of repetitive defects, causes and remedial actions taken.
x)	Maintenance Mistakes/Human Factors	Mistakes and technical faults due to improper tools, equipments, standard procedure, how to avoid them, do's and don'ts Discussions and inputs from the participants operators as to their experience and actions.
xi)	Good Maintenance practices, Maintenance staff and crew coordination.	Discussions and inputs from the participants.
xii)	Finding of Internal/External Audits Airworthiness, safety related issues.	Compliance of CAR on the subject compliance with MOM/MOE of the company how to have audits conducted, recorded and findings auctioned and intimation to DGCA authorities.
xiii)	Airworthiness, safety related issues.	Discussion on broad aspects of Airworthiness and safety related issues based on the inputs from CARs, AACs , ASCs , and own experience inputs from the participants and discussion.

**FLYTECH AVIATION ACADEMY. REFRESHER COURSE - May 2014**

**The List of Instructors Conducting Refresher Course**

<b>Sl No</b>	<b>Name &amp; Designation</b>	<b>Topics</b>
1.	Mr. J.Radha Krishna, Quality Manager	i – iii, xii, xiii & Electrical
2.	Mr. Krishna Murthy, Maintenance Manager	iv – ix & xi
3.	Mr. C.Yadaiah, Dy. C.I (Avionics)	Radio Communication, Navigation system & Glass Cockpit
4.	Mr. Balakrishna, Dy. C.I (Mechanic)	x

# FLYTECH AVIATION LIMITED

1-8-303/33, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Nagam Tower, N.T.R. Circle, S.P. Road, Secunderabad-03

Phone No.: 040-66496900, 66200000, Fax No.:- 040-27807664, 30604493

REF NO:FAA /AMO/2011-100

To,

Date:- 29.07.2011

The Deputy Director of Airworthiness,

Civil Aviation Department,

Hyderabad Airport,

Hyderabad-500016,

## SUB:- Submission of refresher course hand-out material(literature)

Sir ,

Further to our application to conduct refresher course to AMEs, we are herewith submitting a sample copy of the refresher course hand-out material that will be given to each participant of the course. The hand-out material is prepared on the basis of the syllabus given in the advisory circular no 8 of 2000.

Kindly accord approval to conduct the refresher course as early as possible.

Thanking you, -

Sincerely,

R. Krishnamurthy

Quality Manager



# *Flytech Aviation Limited*

1-8-303/33 – Nagam Towers 3&4<sup>th</sup> Floor, NTR Circle – Minister Road – Secunderabad -3.  
Tel: 040-66200000, 66496900 - Fax: 040-30604493

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Reference:-FAA/AMO/2011-73

Date:-03/07/2011

TO,

The, Deputy Director of Airworthiness

Civil Aviation Department,

Begumpet Airport

Hyderabad-500016

Subject :- REFERESHER COURSE FOR AMEs – APPROVAL REQUESTED

Sir,

Our application along with all required data, in conformance with Airworthiness Advisory Circular No. – A C 8 of 2000 was submitted to your office vide letter no.-FAA/CAW/2011/26

Decision by your office regarding this matter was deferred until the time that our Firm's Approval was granted.We now have the Firm's Approval under CAR – M subpart – F.

Over the past few months, we have been receiving several anxious enquiries from AMEs in the light aircraft industry, maintaining Cessna – 152 and Cessna- 172S aircraft mainly and other similar aircraft and the associated systems on these aircraft as to when the refresher course would be held. We understand that the AMEs' licenses of many of the interested participants are expiring in the months of July, August and September 2011,andthus the urgency for the refresher course.

We therefore request you to kindly grant us the required approval at the earliest date so that the participants may be informed on time to make appropriate arrangements with their companies and fixing of specific dates for the course.

Thanking you,

*R. Krishnamurthy*  
R.KRISHNAMURTHY

(QUALITY MANAGER)

*[Handwritten initials]*  
4/7/2011



o/c

# FLYTECH AVIATION ACADEMY

1-8-303/33-Nagam Towers 3 & 4<sup>th</sup> Floor, NTR Circle-Minister Road-Secunderabad-03  
Tel:040-66200000,66496900-Fax:040-30604493

Ref: FAA/AMO/DDAW/2014-48

Date: - 12-05-2014

To,  
The Deputy Director of Airworthiness,  
Civil Aviation Department,  
Hyderabad Airport,  
Hyderabad-16

Dear Sir,

**SUB: INTIMATING FOR CONDUCTING REFRESHER COURSE FOR A.M.E LICENCE HOLDERS.Reg:-**

For your kind information, we are intimating that we are conducting a Refresher Course for A.M.Es as per the requirements of AAC 8 of 2000 at our premises in Nadirgul Airfield, under your office Approval vide letter No: Q-3/FAA/FC/1021, dated: 03.08.2011.

This is in response to a number of A.M.Es' desire to undergo the Refresher Course which will enable them to renew their A.M.E Licenses falling due for renewal in the months of May 2014 and June 2014. All the A.M.Es interested to attend the course have their Licenses endorsed in Cessna-152 and Cessna-172 Aircraft.

The Refresher Course is planned for two days i.e; on 24<sup>th</sup> and 25<sup>th</sup> May 2014. We have all facility as per AAC 8 of 2000, to conduct the Course.

Thanking You,

Yours Faithfully



Encl:

1. Copy of DGCA Approval letter No Q-3/FAA/FC/1021 dated 03.08.2011
2. Syllabus for the course
3. The list of instructors conducting the refresher course and their topics.
4. Facilities Available

Mem.

The letters pertaining to the A.M.Es' request were enclosed with this letter. I admit that the syllabus copy submitted at the time of initial application. But the syllabus copy ready time was submitted before conducting the training. Same is enclosed with this letter. Sd/-

13/5/14

