



OLIVER WYMAN CAVOK

TRAINING COURSE

TC14 – A ONE DAY PRACTICAL WORKSHOP

# EFFECTIVE METHODS FOR TECHNICAL RECORDS KEEPING

## How to Effectively Manage and Store Technical Records

**The EASA regulatory requirement for technical record keeping detailed in EC 1321/2014 Part M and 145 mandates effective management and storage of all continuing airworthiness technical records.**

This course is aimed at Technical Records staff in CAMO and Maintenance Repair Organisations. It aims to give a comprehensive understanding of the regulatory requirements and essential aspects of Technical Records keeping. By attending this course, you will have the knowledge and skills to develop and manage a compliant and best practice approach to Technical Record keeping.

CAVOK's training design and content is of exceptionally high calibre and heavily influenced by intelligence pulled from numerous practical assignments. Training solutions are delivered by skilled and passionate aviation practitioners who have extensive depth and breadth of experience in CAMO and Maintenance Repair Organisations. The course includes numerous practical examples of best practice safe and compliant record keeping.

IMPROVE SAFETY

MANAGE RISK

IMPROVE COMPETENCE

LEADERSHIP

OPERATIONS

TECHNICAL

## Course information

### Learning outcomes

- Understand the concept of Airworthiness
- Fully understand the EASA regulatory requirement for record keeping
- Understand best practice and essential aspects of record keeping
- Understand how to achieve a compliant technical record keeping practice

### Benefits for you

- Be clear on how to effectively manage and store Technical Records
- Develop ideas to minimise record keeping mistakes and errors
- Develop ideas on how to identify weaknesses and improve your current approach to record keeping
- Learn from experienced practitioners

### Benefits for your organisation

- Improved Technical Records keeping
- Reduced risk, errors and occurrences
- Training exclusively focused on your organisation's requirements

### Course structure

- Introduction to the concept of airworthiness
- What constitutes Technical Records
- ICAO requirements and recommendations
- Aircraft Continuing Airworthiness Records (Part M)
- Maintenance Records (Part 145)
- Best practice record keeping

### Who should attend?

This course is aimed at those employed as Technical Records staff working in CAMO or MRO organisations. It would also be suitable for Regulatory Inspectors and Compliance Auditors.

### BOOKING INFORMATION

Location	In-house
Duration	1 day
Time	9am – 5pm
Level	Practitioner
Price	On request
Delegates	Max 15

### HOW TO BOOK

[cavoktraining@oliverwyman.com](mailto:cavoktraining@oliverwyman.com)  
(01444) 615020

### ABOUT CAVOK GROUP

CAVOK is an aviation services and consulting firm that supports certification, safety and operational initiatives for clients worldwide, and is a division of international consulting firm, Oliver Wyman.

The deep industry expertise of our more than 130 dedicated professionals, along with our collaborative approach and proprietary tool sets, help clients adhere to the latest safety standards, manage regulatory requirements, and improve process design and efficiency to properly manage operational risk and enable significant economic benefit.

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