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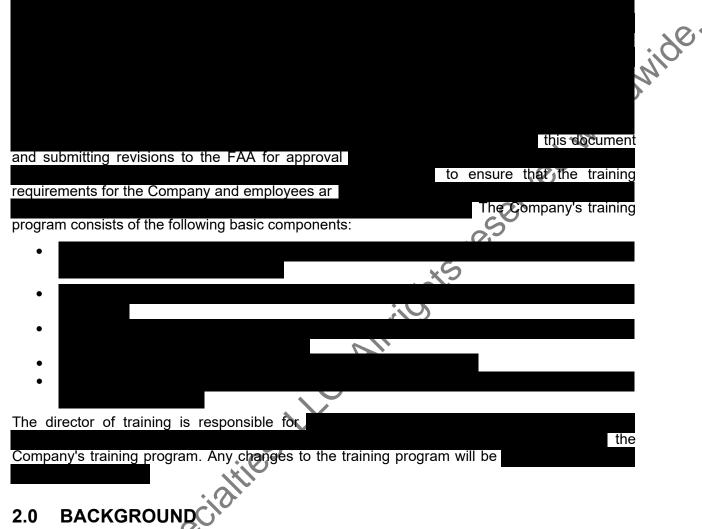
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### **1.0 INTRODUCTION TO TRAINING PROGRAM**

This training manual contains the policies and procedures the Company uses to determine its training requirements and to develop its training program. The training program ensures



Persons performing maintenance (including inspections), preventive maintenance and alteration must

be trained according to the

separate areas of

study for the following staffing categories:



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The Company further breaks down the training requirements for each staffing category based on

Company to

training requirements. The procedures in this manual enable the

training consistent with all regulatory requirements.

#### TRAINING NEEDS ASSESSMENT 3.0

The Company's needs assessment is a two-part process that determines

#### 1. Overall Repair Station Needs.

wortwide To determine its overall training requirements, the Director of Training and the managers of each technical area must

be assessed against the standard established for the position and tasks assigned. If it is determined that an employee does not possess

The Company continuously

#### evaluates

the training program when:

#### Identification of Training Needs a.

The Company may identify additional training needs through:

#### The Director of Training ensures the Training Department

NOTE: The Company should

### b. Changes to Repair Station Work Scope.

Whenever the Company is planning to change its facilities, equipment or scope of work as reflected in its OpSpecs or capability list it will

be

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			and when
c. Annual Training Program Review.			
An annual review of the training program	ı will		
		make any cha	nges that are required
ensure			, N
NOTE: The repair station should set forth	h its method		
			100
2. Individual Needs Assessment.			
The Company has established			
		the	ndividual's skill level ar
qualifications against			
The supervisor and the Training Departr	ment determin	0	
			the individual receives th
necessary training in the appropriate time	errame.		
4.0 COURSE DEFINITION	$\mathbf{V}$		
The Training Department will develop an	1d <sup>*</sup>		
4 An Anon of Chudha will be deal freed	l ta islamtifik		
1. An Area of Study will be developed	to identify		
		courses/lesso	ns or other requirement
	t	o accomplish	assigned maintenance
alteration tasks properly.			
2. All Courses/Lessons shall be red			following information a
necessary to capture the required know	weage of skill		
•			
•			

	•				
	•				
	•				
					wid
<u>T</u>	he information required by this Sec	ction shall t	oe develo	pped	
			from	outside sources	
re	equired by			to impart the infe	ormation
				No	
5	5.0 SELECTION OF TRAIN	ING METI		AND SOURCES	
L	Ising the information developed durin	g the course	e definitio	n phase, the Company will	
	be tra	ansferred to e	employee	s	
	. Training Methods.		. č	0	
	he material to be presented, the le vailable will be used to	vel of perso	onnel rec	eiving the training and alte	ernatives
		C	i	ncluding:	
	•				
	•				
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-					
	he Company will use all available res	ources t			have a
d	ocumented method of	completing	the infor	mation required by Section	4 of this
tr	aining manual, however, the validit	y of any pa	articular ı	method can be	
2	. Training Sources.				
S	sources available for training will be				
N					
8	utside vendor,			conducte	ed by an
	he audit may include an observation	-			
		and	a revie	w of	
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criticality of the training and the ability of the repair station to assess the information imparted.

NOTE: The repair station should set forth its method of tracking audits.

#### 3. Training Instructors.

Instructors shall be qualified based upon

certification. The ability to impart information can be determined by

### 6.0 TRAINING DOCUMENTATION

The director of training is responsible for

summary of all

assessment findings, a list of FAA certifications, other applicable

he

knowledge and/or

an electronic

location and the results of any associated examination. The Company will make the training records of employees performing maintenance (including inspection), preventive maintenance and alteration tasks available to

and for two years thereafter.

### 7.0 MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will work with the quality manager to resolve any employee's performance. This could include to establish a basis for determining 8.0 REVISION PROCESS The process for submitting changes is described in the Company's QCM.

NOTE: Alternatively, if the repair station wishes this training program to stand on its own, it may describe the method for changing this approved program in this section.

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	9.0 WORK PERFORMED FOR PART 121, 125, 129, AND PART 135 OPERATORS
	The Company performs work for 14 CFR parts 121, 125, 129 and 135 Operators. Individual
ĺ	Operator training requirements will work with each Operator
	will work with each Operator during the individual's needs assessment.
	10.0 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES
	During periods of heavy workload, the Company may
	are provided
	training records for all individuals
	performing maintenance (including
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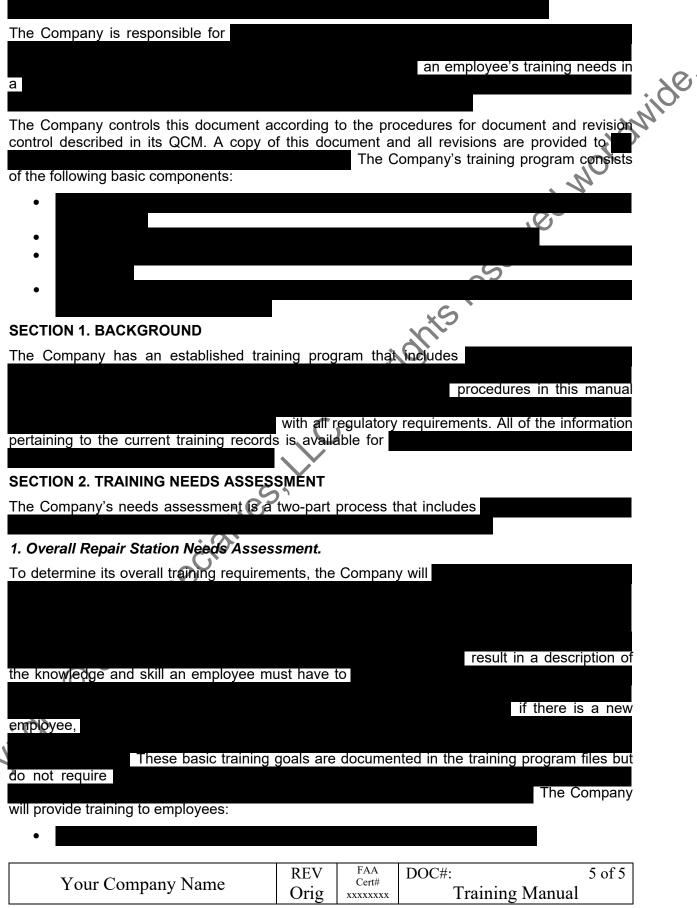
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This training program document contains the policies and procedures the Company uses to



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tificatio	on of Capability Deficiencies.		72.
ompany	may identify individual capability deficier	ncies through:	NO
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#### a. Identification of Capability Deficiencies.

The Company may identify individual capability deficiencies through:

The (general manager) ensures the above programs are regularly reviewed to determine

#### performed by the individual

is successfully completed. This can be accomplished

through

#### b. Changes to Repair Station Work Scope.

Whenever the Company is planning to change its facilities, equipment or scope of work as reflected in its OpSpecs or capability list, the manager must

self-evaluation (required by 14 CFR part

145, sections 145.209 and 145.215) and identify if changes in training needs are required.

#### 2. Individual Needs Assessment.

Whenever the Company hires a new employee or transfers an employee to a new task assignment,

training is required to

to determine if any

the work

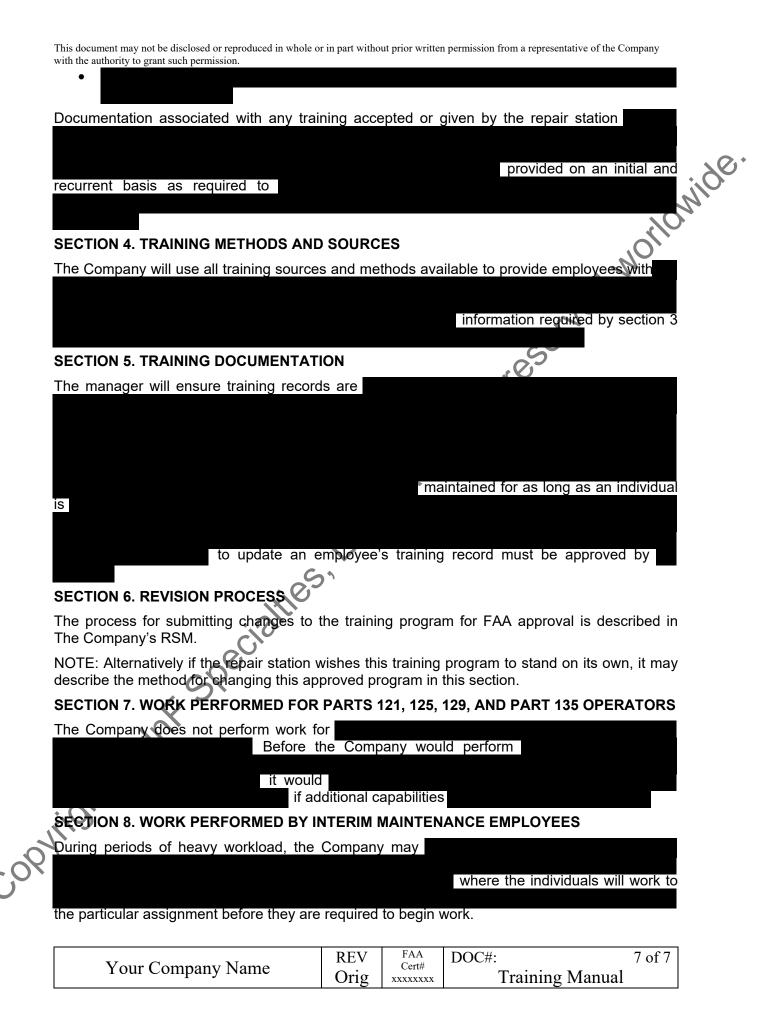
### SECTION 3. COURSE DEFINITION

The manager (or technical staff delegated by the manager) will outline

While defining the course or lesson, the following information should be documented, as appropriate:



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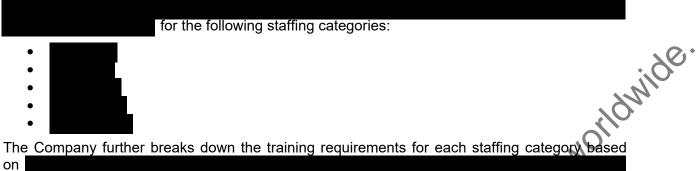
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### 1.0 Training Standards and Staffing Categories

Persons performing tasks that affect quality must



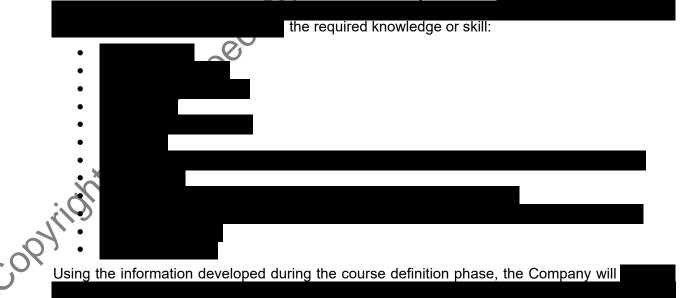
job function to determine training requirements.

Training standards shall include but are not limited to:



### 2.0 Areas of Study, Courses, Lessons

Courses/lessons shall be developed for all areas of study to include



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This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission. be administered if it is determined that an employee does not 3.0 Instructors ide Instructors shall be qualified based upon the course description. The information on courses and lessons from outside sources will which may include **Knowledge and Skill Standards** 4.0 The training supervisor and the managers of each technical area must Allrights each defined job position or function: Training Program Review 5.0 An annual review of the training program will continuously evaluate its overall training program when: 0 0 0 0 0 Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.jnfspecialties.com/about-us/copyright/

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### 6.0 Training Record

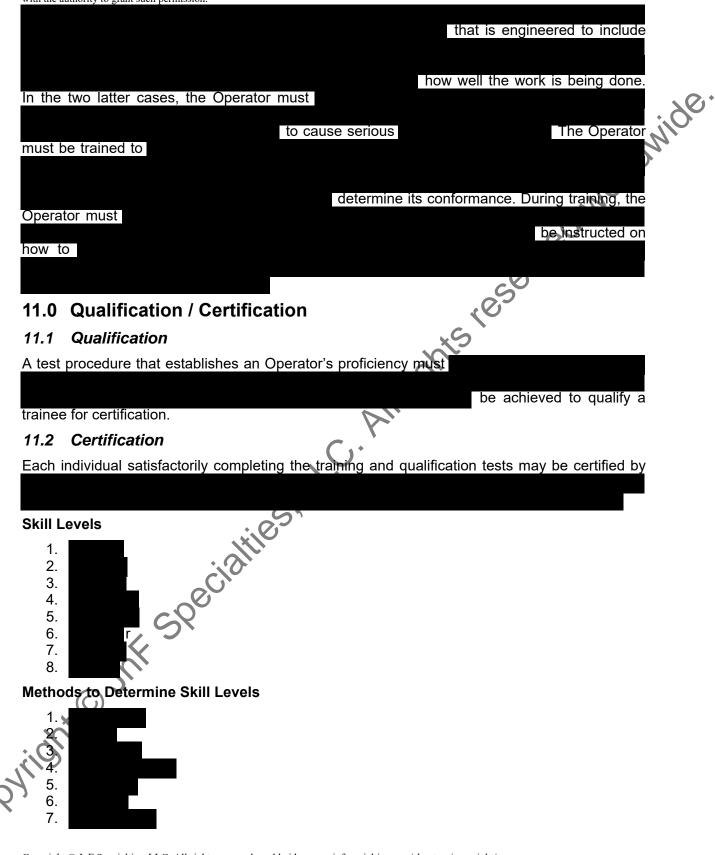
The supervisor and the training department determine worthwide Each electronic report include individual training records for as long as 7.0 Course / Lesson Review The training department will regularly coordinate with the quality department to ensure the training supervisor s provided to resolve any discrepancies. **Employee Performance** 8.0 During the course design, the Company shall This could include The training department will to ensure the employee was capable of **Measuring Training Effectiveness** 9.0 Statistical process control metrics may be used to 10.0 Procedures 10.1 The First Day for the New Employee This orientation day is responsible for introducing the new employee to the organization and operation, including security precautions that are not restricted within Company. explains the operations underway and questions must by emphasizing the control of processes throughout

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#### 10.2 Basics

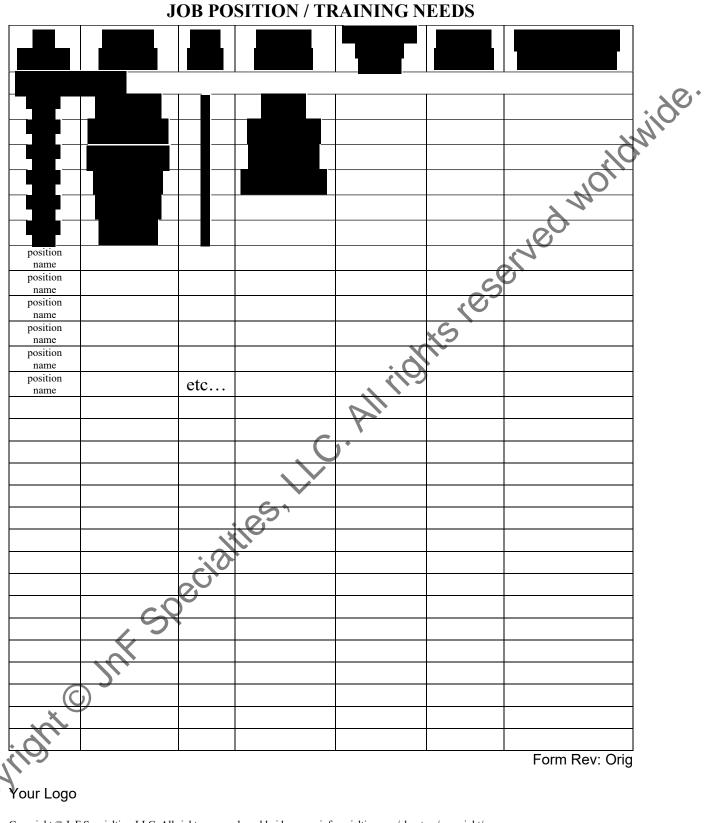
A substantial portion of the training of fabrication and inspection personnel must

What is the meaning of	What distinguishes These personnel must also
	receive an explanation of why
	their work relates to it all.
These criteria require	
is in a state	e of that enables a person to have
	the
extreme case where	
	Operator cannot by good handling practices.
This program deals only with 10.3 On-the-Job Training	
<b>10.3 On-the-Job Training</b> Written specifications or verbal instruction	ns that apply to
	reduce them to
countermand them. The Operator must be	e trained to
	meet the requirements. The Operator
must be trained regarding what	moet the requiremente. The operator
An explanation of the purposes served	
	behind the decision for fitness
for use	behind the decision for fitness
	In the event that a specification does not
	if no
response, the Training Supervisor must	
they can judge whether to Operator of their conformance may	they have achieved conformance. Feedback to the
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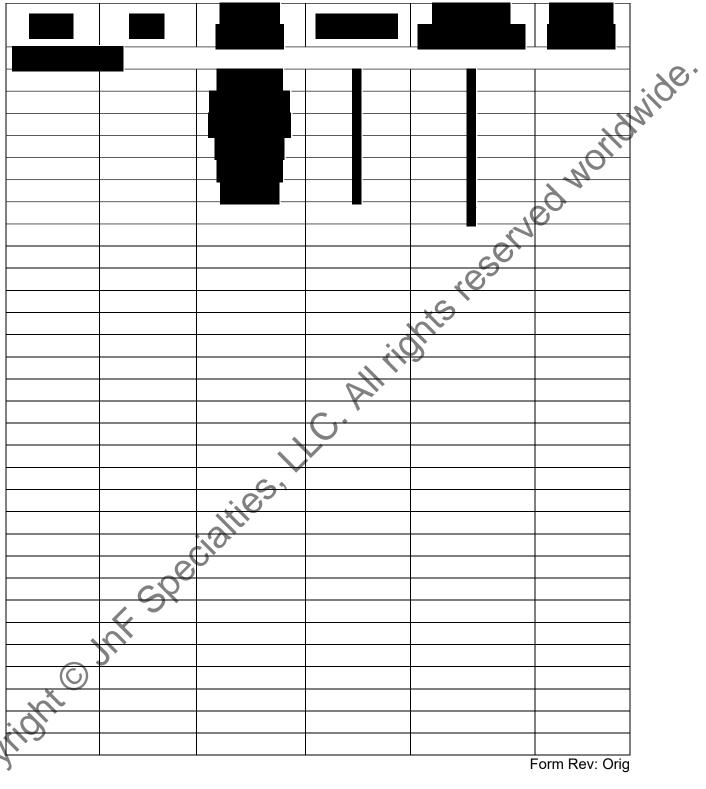
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### **INSTRUCTOR EVALUATION**

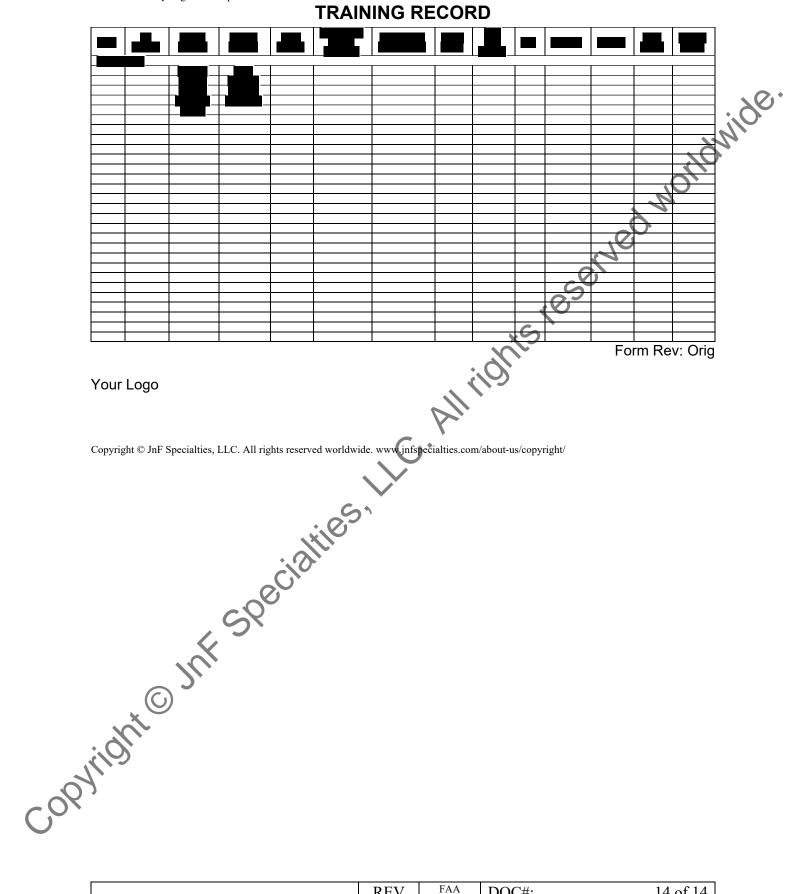
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For on-the-job-training, does the ins	structor	use		100	
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			es.		
			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Is the instructor thoroughly familian	r with		NES		
		•	0		
Is the instructor capable of					
		Y.			
Does the instructor have					
Does the instructor have	•				
Does the instructor have					
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### **OUTSIDE VENDOR AUDIT**

Question			Answer
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Have the vendor's			
			•
Have the vendor's			
Have the qualifications and experien	£41		
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vendor's			
Has an informal			210
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Is the training			reserved
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Add questions here to tailor the audit	ι	• •	0.
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REPAIR STATION NUMBER: (Your #) REPAIR STATION REPAIR STATION TRAINING PROGRAM Origination Date: XXXX HIGH	jide.
Origination Date: XXXX	
Manual No: Training Program	
Date: Latest Revision Date	
Assignment: Customer, Unique ID, Part Number	
Abstract: This document describes requirements for the training program.	



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## LIST OF EFFECTIVE PAGES (LEP)

Page Number	Revision	Revision Date	ed worldw
1	Orig		
2	Orig		.NO
3	Orig		2
4	Orig		
5	Orig		<i>b</i>
6	Orig	S	
7	Orig		
8	Orig	×S	
9	Orig		
10	Orig	( <b>b</b> )	
11	Orig		
12	Orig		
13	Orig		
14	Orig		
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Approved/Accepted by Digital or Hand-Written Signature & Printed Name Date	e
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FSDO	
(Your Company Name) Accountable Manager	
Accountable Manager	

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### **REVISION LOG**

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Issue	Date	Comment	Author
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			10
			CO CO

#### **DOCUMENT CHANGE RECORD**

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DOCU	MENT CHANC	GE RECORD	
Issue	Item		Reason for Change
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Year	Date Review	Revisions	Reviewed By

#### **ANNUAL REVIEW**

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	WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES	5 1



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**Training Program** 

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# INTRODUCTION TO TRAINING PROGRAM This training program document contains the policies and procedures (Your Co) uses to determine its training requirements and to develop ) the procedures for (Your Co) to identify its training needs for revising this document and submitting revisions to the FAA for approval as necessary. (Your Co)'s training program consists of the following basic components: The Quality Assurance Manager is responsible for coordinated with the responsible authority. SECTION 1 BACKGROUND Persons performing fabrication, maintenance (including inspections), preventive maintenance and alteration must separate areas of study for the following staffing categories: such as: 0 0 0 PROPRIETARY INFORMATION Form Rev: Orig **Date Printed:** PAGE 5 of 17

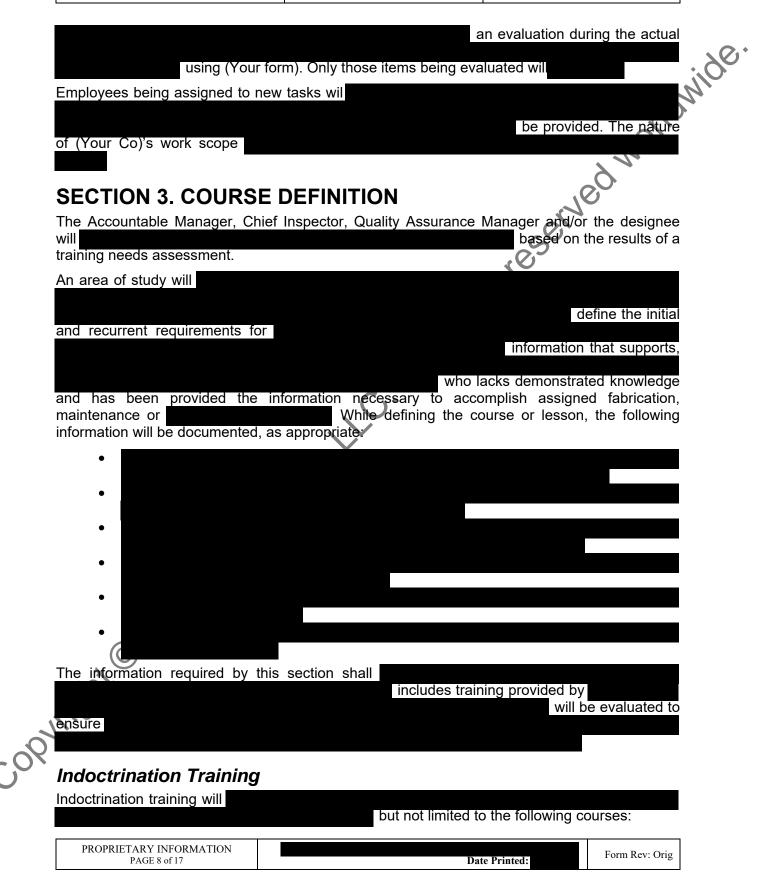
Your Logo	Your Company Name	Training Program
FAA Repair Station #: xxxxxxxx		Rev: Orig
(Your Co) further breaks down the	training requirements for	
		each iob
function to determine training requi	rements.	each job
		all regulatory requirements.
All of the information pertaining t		
SECTION 2. TRAINING		NT NT
(Your Co)'s needs assessment is a		
		<v v</v 
1. Overall Needs Assessme	nt.	S
To determine its overall training re	equirements, the Training Dep	artment and the managers of
each technical area must		
		for each defined job
position or function. Employees wi	ill then be	if it is determined that an
employee does not		
program when:	<b>*</b>	revise the training
program when:		revise the training
program when:		
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program when:		
orogram when:		
	but not limite	
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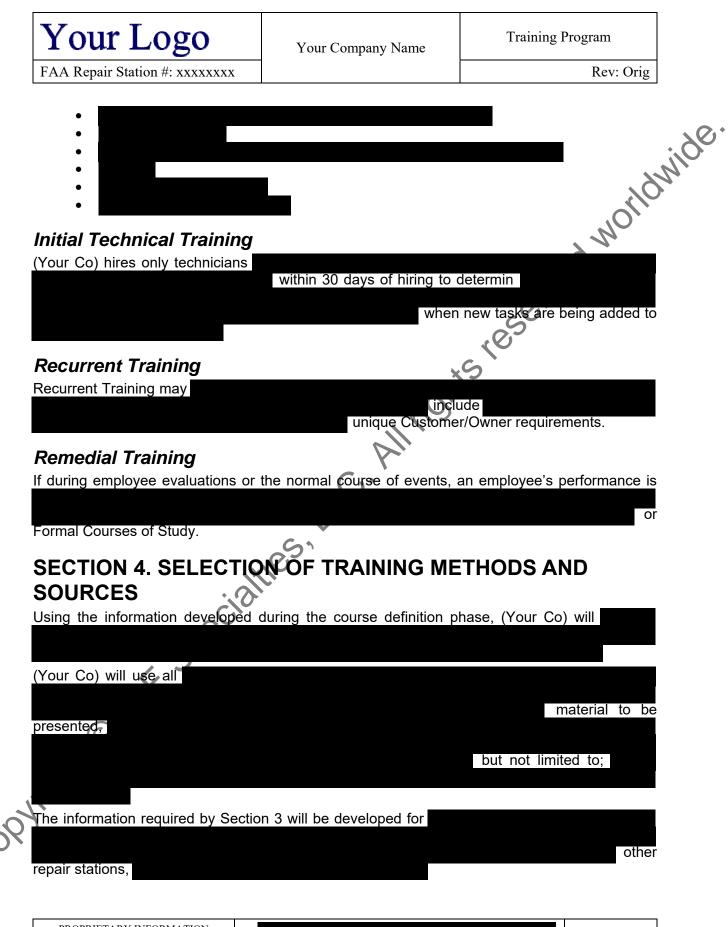
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•		
The Accountable Manager, Chief In	nspector, Quality Assurance	Manager and/or the designee
will		
The accountable manager, Chief Ir	aspector Quality Assurance	with all of the technical staff.
will also be responsible for	ispector, Quality Assurance	Manager and/or the designee
		of by changing
work assignment.		
b. Changes to Repair Station V	-	S
Whenever (Your Co) is planning to o in its OpSpecs or capability, the A Manager and/or the designee mu	Accountable Manager, Chief	t or scope of work as reflected Inspector, Quality Assurance
	if training needs are re	equired.
c. Annual Training Program Re An annual review of the training pr	( · · ·	
analyze its job position duty and	d task assignments,	
	to ensu	re employees are capable of
2. Individual Needs Assessment.		
Whenever (Your Co) hires a new er	mployee or transfers an empl	oyee to a task assignment, an
assessment	or use a form	al written examination,
		is required to
	at that time to ensure employ	ees skill and qualifications are
nitially, an assessment will be		
	docume	ented by letter and training will
he suggested		
be suggested. (Your Co) will measure the effectiv	veness of training by	
be suggested. (Your Co) will measure the effectiv	veness of training by	



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Training Program





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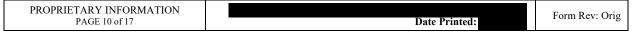


Training Program

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Training Instructors or s	subject matter experts will
certification.	and/or
	AINING DOCUMENTATION Manager will ensure training records are
	performing the fabrication, and alteration tasks assigned.
The records include	
	and the results of any
All documents showing p	
Any employee may	and for two years thereafter
employee's training reco	update an
	a hard copy training record and
	copies of training records
	in the Quality
Assurance office.	
SECTION 6 ME	ASUREMENT OF TRAINING EFFECTIVENESS
The training department	
	coordinate
	nce Department to ensure the training department
is provided	
	on an annual basis as described in
	for determining whether the course was capable of performing
assigned tasks.	

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Your Logo

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**Training Program** 

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## **SECTION 7. REVISION PROCESS**

	The Chief Inspector will	submit training program manual revisions to the CHDO within
	year.	if no revisions are made during the preceding
	In the event a revision is de	termined to be
		The repair station will
		until the FAA has
	Approval of the training progra	am manual and its revisions will
	page.	behind the List of Effective Pages section last
	The FAA CHDO will	X
		be issued in a hard copy to
	Manual holders of paper copie	s will
		be responsible for
	and returning	revisions page
	showing the holder	has
	<b>SECTION 8. WORK</b>	RERFORMED FOR PART 121, 125, 129,
	AND PART 135 OPE	
		14 CFR parts 91, 121, 125, 129, and 135 operators. Individual
		(initial, recurrent, or specialized) are
	The Quality Assurance Mana	ger will coordinate with during the individual's needs assessment and
	specific Customer/Owner requi	
	SECTION 9 WORK	PERFORMED BY INTERIM
	MAINTENANCE EM	
	During periods of heavy wo	
_0`		work to conduct the needs
COX	assessment and ensure	will be provided to
$\mathbf{\circ}$	any temporary employees.	will be provided to
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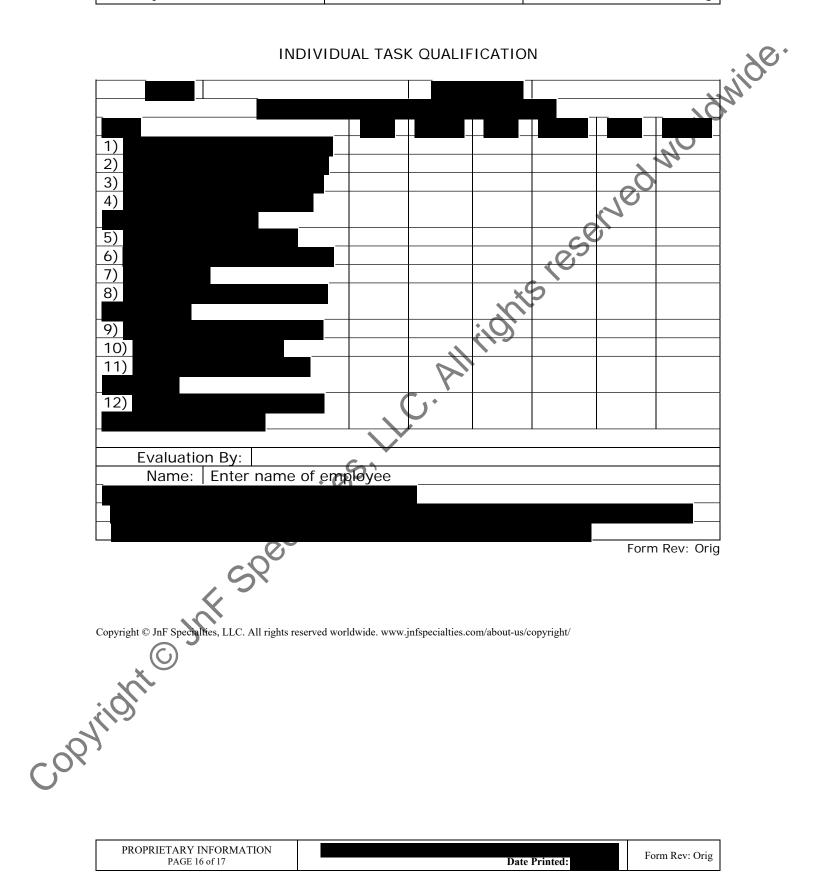
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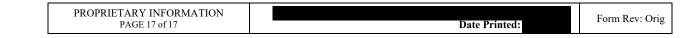


INDIVIDUAL TASK QUALIFICATION

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