

Premier Avionics

Repair Station Training Program

Repair Station Number 7PMR634B

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List of Effective Pages, w/ Revision Numbers

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1	10/6/2011	10/7/11	<i>Brian Paugh</i>
2	12/9/2011	12/16/11	<i>Brian Paugh</i>
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INTRODUCTION TO THE TRAINING PROGRAM

This training program document contains the policies and procedures used to determine its training requirements and develop its FAA approved training program. Premier Avionics is responsible for ensuring each repair station employee performing maintenance (including inspection), preventive maintenance, and alteration is capable of performing assigned tasks. This plan identifies the procedures for Premier Avionics to identify an employee's training needs in a systematic manner, develop training and/or identify appropriate existing training, select the training methods, provide training, and record the training accomplished.

Premier Avionics controls this document in accordance with the procedures for document and revision control described in Section I of Premier Avionics Repair Station Manual. A copy of this document and all revisions are provided to Premier Avionics certificate-holding district office (CHDO).

Premier Avionics training program consists of the following basic components:

- Training Needs Assessment, to identify overall training needs and individual employee training needs as contained in each employee's individual training records
- Identification of training sources and methods to identify options and select how Premier Avionics will provide the training
- Documentation of training to ensure all employees' training is documented, and records are retained

TRAINING

1. Training of Repair Station personnel to include Inspectors will be accomplished by classroom instruction, self study, on-the-job-training, as well as vendor or factory training courses as required. In addition, classroom instruction will be accomplished by the Chief Inspector, factory field service representative or other qualified individuals approved by the Chief Inspector.
2. Factory training will be scheduled as necessary for personnel to become familiar with new aircraft, avionics, and related products, repair procedures processes and/or equipment or product improvements.
3. All personnel will be required to complete company orientation, which will include instruction on company policies and procedures as well detailed review of the policies and procedures established in this manual. This initial training will be completed within a period of 90 days for all employees and formal acknowledgment will be maintained in the employee's personnel record. The initial hire and training can be found on the Employee Orientation Checklist form and found on page 2.4.1. The employee questionnaire form can be found on page 2.4.7 of the Quality Control Manual.

INTRODUCTION TO THE TRAINING PROGRAM

TRAINING (CONT.)

4. On the job training will be supervised by an OJT trainer as designated by the Chief Inspector. A current list of authorized OJT trainers is maintained by the General Manager/Accountable Manager. This list will document the trainer's name, present position, date of authorization, and what the individual is authorized to instruct as a trainer. The authorized items are determined by the training records in which the individual has shown proficiency in that particular field of expertise. The record of previous training qualifications will also be indicated on an Employee Needs Assessment Form. This list will be kept with Premier Avionics Training Program.
5. Current training records will be maintained for each employee in the corporate office of the General Manager/Accountable Manager utilizing form Employee_Training Record as shown in Section II, page 2.4 and/or Initial and Recurrent Training Form in Section II, page 2.4.6 of the Quality Control Manual.
6. The Employee Training Record will indicate the type of training method (indicated on the form), hours of training received, date of completion, and instructor name as appropriate. Copies of certificates for training received outside the company will be kept in the employee's personnel file.
7. Each employee required to perform aircraft maintenance will be required to read the Repair Station, Quality Control and Training manuals. After an employee has read the manual, he or she shall be asked if they fully understand the information contained in the manual. They will be then given a RSM/QCM Questionnaire (as documented in the QCM in Section II) asking them specific questions about the manual. After completion of the questionnaire, it shall be checked to see if the employee has understood the manual as it is written. If they have understood the manual contents, a copy of the questionnaire shall be placed in their training records file.
8. Upon completion of training course, the trainer shall determine if that employee is capable of performing the work as prescribed in the training provided. The Trainer is listed on the Training Records Form on page 2.4 of the Quality Control Manual. The Trainer is a person that has previously received that type of training being taught through OJT, self study, outside training or factory training and has been found to show proficiency in that skill that they will be teaching. That person will have that area signed off on that portion of their training records form to show they have shown proficiency in that area or skill.
9. All new employees will be required to read, write and understand the English language prior to employment. This information shall be determined during the initial employment interview session.
10. Annually, each person authorized to perform Inspections, (Chief Inspector, Avionics Inspector, and Inspector) shall be required to have completed the annual recurrent training program items as listed in the form contained on page 2.4.6 of this manual.

SECTION 1. BACKGROUND

Premier Avionics has an established training program that includes indoctrination (initial and recurrent, as specified in the QCM training forms in Section II), specialized, and remedial training for employees performing maintenance (including inspection), preventive maintenance, and alteration tasks.

The procedures in this manual enable Premier Avionics to revise its existing training program to ensure it meets Premier Avionics needs and produces training consistent with all regulatory requirements. Should Premier Avionics require revisions to the Training Manual to meet their needs, Premier Avionics will submit those changes to the manual to the local FSDO office for approval of the changes. After the FAA approves such changes to the manual, Premier Avionics will operate under those changes as the manual indicates.

All of the information pertaining to the current training records is available for review by the principal inspector (PI) at Premier Avionics facilities.

SECTION 2. TRAINING NEEDS ASSESSMENT

Premier Aviation's needs assessment is a two-part process that includes determining the overall training requirements as well as individual employee training requirements.

1. Overall Repair Station Needs Assessment.

To determine its overall training requirements, Premier Aviation will review the types of work being performed and planned, and identify and update the types of knowledge and skills that the repair station needs. This will include reviewing such items as the Premier Aviation operations specifications (OpSpecs); customer requirements; expected scope of work; and the relevant experience of each technician that will be assigned to perform maintenance, preventive maintenance, or alteration tasks.

This training needs assessment contains description of the knowledge and skill an employee must have to properly perform the tasks associated with the work assignment. This form is found in the QCM.

Premier Aviation reviews overall training requirements and the requirements of specific individuals in relation to specific tasks to be performed. Premier Aviation will provide training to employees:

- When individual employee knowledge or skill deficiencies are identified; or
- When significant changes are made to its work scope, or such changes are planned such that the knowledge, skills, or experience render the employee unable to perform work properly such as-
 - New regulatory requirements are introduced
 - New tools, equipment, or skills are required to perform the work properly
 - Work is going to be performed for an air carrier or commercial operator under parts 91, and 135

a. Identification of Capability Deficiencies.

Premier Aviation may identify individual capability deficiencies through:

- FAA or other external agency oversight findings
- Investigations that lead to voluntary disclosures

The Accountable Manager ensures the above programs are regularly reviewed to determine if any training deficiencies exist. The Accountable Manager will decide on the appropriate training after consulting with all of the technical staff. The Accountable Manager will also be responsible for ensuring that the work performed by the individual requiring additional training will not affect the quality of Premier Aviation's work until the required training is successfully completed. This can be accomplished through additional supervision or by changing work assignment.

Identification of Capability Deficiencies. (Cont.)

Review of training deficiencies will be determined by Premier Avionics noting a problem with quality or recall from improper work being performed, issues with work that has been previously performed, or issues with any work that would be in progress noting issues or discrepancies. Premier will update as necessary, additional training program items as new Regulatory requirements require such updates.

b. Changes to Repair Station Work Scope.

Whenever Premier Avionics is planning to change its facilities, equipment, or scope of work as reflected in its Op Specs, the Accountable Manager must ensure the employees are capable of performing the maintenance (including inspection), preventive maintenance, or alteration tasks or that training needs have been identified and met. For changes to Premier Avionics Op Specs, the Accountable Manager will review the results of the self-evaluation (required by 14 CFR part 145, sections 145.209 and 145.215) and identify if changes in training needs are required.

2. Training Needs Assessment.

Whenever Premier Avionics hires a new employee or transfers an employee to a new task assignment, an assessment of the individual's skill level and qualifications will be documented. Premier Avionics may accept previous employer training records or certifications use a formal written examination, an on-the-job assessment, or other appropriate means to determine if any training is required to perform the assigned tasks.

Annually, each person authorized to perform Inspections, (Chief Inspector, Avionics Inspector, and Inspector) shall be required to have completed the annual recurrent training program items as listed in the form contained on page 2.4.6 of the Quality Control Manual.

SECTION 3. COURSE DEFINITION AND OUTLINES

The Accountable Manager (or technical staff delegated by the Accountable Manager) will outline training requirements for the company and/or for the individual, based on the results of a training needs assessment.

While defining the course or lesson, (initial and annual recurrent courses and lessons can be found in the Quality Control Manual, page 2.4.6), the following information will be documented, as appropriate:

- Objectives and/or required performance outcome—define the knowledge or skill obtained or to be obtained from the course or lesson
- Prerequisites—define any knowledge, skill, course, or lesson that needs to be known before the course or lesson can be given
- Training sources—define any and all training sources available to the repair station for the course or lesson
- Training methods—define any and all training methods that can be, will be, or were used to impart the information
- Instructor qualifications—define the knowledge or skill level of the in-house instructor or the qualifications of the instructor that provided the information (if known)
- Other supporting information, such as instructor guides, course material, tools, equipment, or any other aid or information provided during the instruction

Documentation associated with any training accepted or given by the repair station shall be retained in the training file of the individual employee assigned to perform maintenance (including inspection), preventive maintenance, or alterations under the Repair Station's 14 CFR Part 145 Repair Station Certificate. Training will be provided on an initial and recurrent basis as required to ensure all employees performing maintenance (including inspection), preventive maintenance, and alteration tasks are capable of performing assignments. This will be determined by the employee having previously received the training during initial hire training, annual recurrent training or OJT training as needed for any project in which the Repair Station is currently rated, and that requires such training that this documentation will be recorded in that employees training folder. If that employee has not yet received training for that task to be assigned, a qualified trainer or instructor shall oversee the project or task that the employee will be performing and add such additional required training to that employees training records folder.

SECTION 3. COURSE DEFINITION AND OUTLINES(Cont.)

When Premier Avionics hires a new employee, the General Manager or person that the General Manager has authorized for interviewing and hiring will complete an Employee Orientation and Initial Training Records form that can be found on page 2.41 of the Quality Control manual. The new employee for consideration will provide an application, copy of their driver's license, social security card, a completed W-4 form and copy of any previously held Repairman Certificate (if applicable), and a tour of the facility will be performed. Before performing aircraft sensitive activities, the employee will perform a drug test. The employee will then have a training records folder started, review of shop basic safety practices and the employee will familiarize them self with the Repair Station manual, and Quality Control Manual. After the employee has had the opportunity to read the Repair Station and Quality Control manuals, the employee will complete the RSM and QCM questionnaire form found on page 2.4.7 of the Quality Control Manual. Within the first 90 days or prior to any installation or repair work being performed, the employee will show that they understand installation manuals, and common wiring basics and practices prior to performing installation projects.

Upon initial hire of a new employee, that employee will be required to complete initial training as listed in the Recurrent Training Programs and Frequency Form listed on page 2.4.6 of the Quality control manual. Annually, each employee will be required to complete recurrent training as listed in the same form found on page 2.4.6 of the Quality Control manual.

INITIAL AND RECURRENT TRAINING PROGRAMS FREQUENCY FORM

PREMIER AVIONICS

CRS# 7PMR634B

#	Training Topic	Initial As Applicable	Refresher Required	Initial date completed	Recurrent completed
1	Repair Station Manual Review	X	12 months		
2	Company Organization and job functions	X			
3	Quality Control Manual Review	X	12 months		
4	Work Order documentation	X			
5	Drug testing/or review of policy for employees	X			
6	Calibration procedures	X			
7	Review of 91.411 and 91.413 procedures	X	12 months		
8	Review of forms used and procedures for completing those forms	X	12 months		
9	Human Factors Training	X	12 months		
10	Part 43.9 and Part 43.11 Regulation Review	X	12 months		
11	Test Equipment Familiarization	X	12 months		
12	In House Calibration Procedures (*This training required prior to use of test equipment used for Return to Service)	X	*		
13	Training Manual Review	X	12 months		
14	Review of Tools and Technical Data Resources	X	12 months		
15	FAR 91.411 / 91.413 / RVSM Maintenance Training Course (*This training course is required prior to any employee performing their initial RVSM for RTS information and annually for any employee who is responsible for RVSM RTS information as refresher.)	X	12 months for RTS Personnel		
16	Incoming Inspection	X	12 months As applicable		
17	Preliminary Inspection	X	12 months As applicable		
18	Hidden Damage Inspection	X	12 months As applicable		
19	In-Process Inspection	X	12 months As applicable		
20	Final Inspection	X	12 months As applicable		
21	Approval for Return to Service	X	12 months As applicable		

REPAIR STATION MANUAL REVIEW

* Training will be conducted utilizing current Repair Station Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • Discuss the facility layout and location of the tools and equipment used in the operation. 	
<ul style="list-style-type: none"> • How does our company perform work at outside locations and who is responsible for overseeing such work. 	
<ul style="list-style-type: none"> • How does our company comply with Part 135 operators requirements. 	
<ul style="list-style-type: none"> • What procedures are needed when Suspected Unapproved Parts are found. 	
<ul style="list-style-type: none"> • How does an employee verify technical data prior to use and where can that data be found. 	
<ul style="list-style-type: none"> • Where are the companies RTS records kept. 	
<ul style="list-style-type: none"> • Where are calibration records kept and how can an employee find out what the calibration intervals are for the equipment. 	
<ul style="list-style-type: none"> • What is required if a piece of test equipment is to be borrowed or rented outside our facility. 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

COMPANY ORGANIZATION AND JOB FUNCTIONS

* Training will be conducted utilizing current Repair Station Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • What are the duties and responsibilities of the General Manager/Accountable Manager. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of the Avionics Manager. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of the Director of Maintenance 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of the Chief Avionics Inspector. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of the Repair Supervisor/Inspector. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of the Installation Supervisor. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of a Repairman. 	
<ul style="list-style-type: none"> • What are the duties and responsibilities of a Technician. 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

QUALITY CONTROL MANUAL REVIEW

* Training will be conducted utilizing current Quality Control Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • What are the procedures for incoming inspections. 	
<ul style="list-style-type: none"> • How does an employee report a Suspected Unapproved Part. 	
<ul style="list-style-type: none"> • How are parts stored and segregated, and what type of tags are used for stored items. 	
<ul style="list-style-type: none"> • How is final inspection performed for an article returned to service. 	
<ul style="list-style-type: none"> • What test equipment can be used for return to service and what is for reference use only. 	
<ul style="list-style-type: none"> • How can an employee determine if a piece of test equipment is calibrated and when is it due for calibration. 	
<ul style="list-style-type: none"> • Where can current technical data be found and how is it used. 	
<ul style="list-style-type: none"> • Review the forms and stamps section. 	
<ul style="list-style-type: none"> • Who can complete a form used for return to service for an aircraft or component. 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

WORK ORDER DOCUMENTATION

* Training will be conducted utilizing current Quality Control Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Who can start a work order.	
• Where does an employee obtain a work order and work order number.	
• How to complete the customer information section.	
• How to complete the aircraft data section.	
• When does an employee need total time, Hobbs time, Tach time, cycles, etc. information.	
• How does an employee start a squawk item.	
• Where are parts used or worked on recorded on the form.	
• Who is authorized to sign the preliminary return to service section on the bottom of the form.	
• Who can initial the tech section and the inspector section of the form.	
• What items should be included with the work order for recordkeeping.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

DRUG TESTING/OR REVIEW OF POLICY FOR EMPLOYEES

* Training will be conducted utilizing current Drug Testing Policy and Procedure Program as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• When is an employee required to be drug or alcohol tested.	
• What happens if an employee is tested positive for drugs or alcohol.	
• Does the employee understand what signs to look for drug or alcohol issues.	
• Has the employee viewed the company drug and alcohol program video presentation.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

CALIBRATION PROCEDURES

* Training will be conducted utilizing current Quality Control Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none">• How does an employee know if a piece of equipment is calibrated.	
<ul style="list-style-type: none">• Where can an employee find the calibration intervals for any piece of test equipment used for return to service.	
<ul style="list-style-type: none">• How does an employee know if they can use a piece of test equipment for return to service.	
<ul style="list-style-type: none">• Where can an employee find vendors currently approved by our company to calibrate equipment.	
<ul style="list-style-type: none">• Where are the calibration records located for each piece of calibrated test equipment.	
<ul style="list-style-type: none">• What does an employee do if they find a piece of equipment out of calibration.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

REVIEW OF 91.411 AND 91.413 AND PROCEDURES REVIEW

* Training will be conducted utilizing current FAR 91.411, 91.413 and Appendix E & F as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• What is FAR 91.411 and what equipment does it cover.	
• What is FAR 91.413 and what equipment does it cover.	
• What is the requirement to complete a VFR test on an aircraft.	
• What is the requirement to complete an IFR test on an aircraft.	
• What is required when performing a Mode 'S' test.	
• What is required when performing an RVSM test.	
• Discuss the operation of the test equipment used for 91.411 testing	
• Discuss the operation of the test equipment used for 91.413 testing	
• What is FAR Part 43 Appendix E.	
• What is FAR Part 43 Appendix F.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

REVIEW OF FORMS USED AND PROCEDURES FOR COMPLETING THOSE FORMS

* Training will be conducted utilizing current Quality Control Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Review Incoming Parts Inspection	
• Review the Log Book entry	
• Review the Training Records form	
• Review the Initial Work Order Form	
• Review the Certificate of Calibration Form	
• Review the Yellow, Green, Red tags and 8130-3 form	
• Review the Altimeter Correction Card form	
• Review the Compass Correction Card form	
• Review the Altimeter Inspection Decal form	
• Review the Purchase Order form	
• Review the Weight & Balance Data form	
• Review the Packing Slip form	
• Review the Malfunction Report form	
• Review the completed Work Order form	
• Review the Parts Rejection form	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

HUMAN FACTORS TRAINING

* Training will be conducted utilizing current FAA Human Factors Training as a guideline and as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Discuss fatigue in the workplace.	
• Discuss open door policy.	
• Cleanliness in the workplace.	
• Discuss working too many hours.	
• Review the FAA Human Factors Training Program.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

PART 43.9 AND PART 43.11 REGULATION AND PROCEDURES REVIEW

* Training will be conducted utilizing current FAR 43.9 and 43.11 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Discuss 43.9 and when it is used for return to service	
• Discuss 43.11 and when it is used for return to service	
• What information is required for return to service for 43.9.	
• What information is required for return to service for 43.11.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

TEST EQUIPMENT FAMILIARIZATION

* Training will be conducted utilizing current Manufacturer's Manuals and general test procedures as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Discuss ramp Nav testing equipment.	
• Discuss Transponder ramp testing equipment.	
• Discuss Static system ramp testing equipment.	
• Discuss Sight Compass ramp test equipment.	
• Discuss multi-meters.	
• Discuss bench equipment used.	
• Where is the calibration interval information kept for the test equipment.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

IN HOUSE CALIBRATION PROCEDURES

(*This training required prior to use of test equipment used for Return to Service)

This training is required for an Inspector using calibrated test equipment to calibrate an In House test component listed in Premier Avionics QCM.

This training will include procedure on using test equipment to calibrate items listed below using the outline listed below.

Premier Avionics retains the Manufacturers Technical documentation to facilitate specific limited In-House Calibrations. Instruments will be calibrated by the Chief Avionics Inspector, and/or designee for Premier Avionics, LLC., Repair Station No. 7PMR634B.

- a) Calibrate and adjust per manufacturer's current technical data specific to the following calibrations:
 - Fluke 75 Multi-meter
 - TIC CES-116A
- b) All calibrations must be performed using Shop Standards as referenced below. If a Shop Standard is used to perform maintenance, the Shop Standard will be re-calibrated before it can be used as a Shop Standard.
- c) Records of calibration will be recorded on a Premier Avionics, LLC., calibration log located into the Calibrations Book located in the Avionics shop manager's office. A certificate of calibration for In-House calibrations must be completed, including technical data and shop standards used. An example of this form can be found on page 2.6 of the Quality Control Manual.

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

TRAINING MANUAL REVIEW

* Training will be conducted utilizing current Training Manual as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• When is new training needed in the facility.	
• Where can an employee find the Training Program	
• How long does an employee have after being hired to complete the company initial training program.	
• How long does the company have to keep employee Training Records.	
• Does the employee understand the Training Manual and its contents.	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

REVIEW OF TOOLS AND TECHNICAL DATA RESOURCES

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • Where are specialty installation tools kept in the facility. 	
<ul style="list-style-type: none"> • Where are the printed manual kept for installs and maintenance. 	
<ul style="list-style-type: none"> • Where can an employee find electronic versions of current manuals. 	
<ul style="list-style-type: none"> • Does the installation tool being used have to be calibrated. 	
<ul style="list-style-type: none"> • Where are ramp testing equipment/tools kept in the facility. 	
<ul style="list-style-type: none"> • What does an employee do when they can't find proper documentation to work on an item. 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

FAR 91.411 / 91.413 / RVSM Maintenance Training Course from Global Jet Services

(*This training required prior any employee performing their initial RTS information and annually for any employee who is responsible for RVSM Return to Service information as annual refresher course.)

On-Line Course Topic (Certificate of Completion will be given upon satisfactorily completion of course syllabus.)	Understands Topic
• Intro/RVSM Regulations.	
• Air Data Instruments/Test Equipment.	
• FAR 91.411.	
• ATC Transponder/Test Equipment.	
• FAR 91.413.	
• Air Data test set exercise (on aircraft).	
• ATC test set (on aircraft)	
• In class exercises review	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

Incoming Inspection

(*This training required prior to an employee performing Incoming Inspections and annually for any employee who is responsible for Incoming Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • What items are checked for when a part or item is received in house? 	
<ul style="list-style-type: none"> • Where can an Inspector find current Regulations and/or current technical data for any parts or items they are checking? 	
<ul style="list-style-type: none"> • Where can you find the Incoming Stamp and when is it used? 	
<ul style="list-style-type: none"> • What is done with a part that is rejected? 	
<ul style="list-style-type: none"> • Where is a rejected part moved to and identified? 	
<ul style="list-style-type: none"> • Inspectors must check for contamination and shelf life when receiving parts. 	
<ul style="list-style-type: none"> • What are a few acceptable means of traceability for parts that are being received? 	
<ul style="list-style-type: none"> • What are procedures for detecting and reporting suspected unapproved parts? (Employee will complete FAA SUP training program and provide certificate for this item.) 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

Preliminary Inspection

(*This training required prior to an employee performing Preliminary Inspections and annually for any employee who is responsible for Preliminary Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • What is inspected prior to general service work on an aircraft? 	
<ul style="list-style-type: none"> • What is inspected prior to an installation project on an aircraft? 	
<ul style="list-style-type: none"> • When performing bench repairs, test the component prior to repairs to be certain of condition of the component. 	
<ul style="list-style-type: none"> • Note any other problems found during bench testing on the work order work performed section, or attached paperwork. 	
<ul style="list-style-type: none"> • Does our facility have current technical data to support the work being done? 	
<ul style="list-style-type: none"> • When performing bench work, make certain that SB's, and AD's are checked prior to RTS of the component being repaired. 	
<ul style="list-style-type: none"> • What are procedures for detecting and reporting suspected unapproved parts? (Employee will complete FAA SUP training program and provide certificate for this item.) 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

Hidden Damage Inspection

(*This training required prior to an employee performing Incoming and Preliminary Inspections and annually for any employee who is responsible for Incoming and Preliminary Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • Hidden damage inspections are required on articles that have been involved in an accident. 	
<ul style="list-style-type: none"> • Look for Hidden damage prior to work performed. 	
<ul style="list-style-type: none"> • If damage is found, communicate with the customer about the damage and what is needed to properly repair or correct the problem. 	
<ul style="list-style-type: none"> • If hidden damage is found, record such findings on the work order form or an attachment to the work order to indicate the findings. 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

In-Process Inspection

(*This training required prior to an employee performing In-Process Inspections and annually for any employee who is responsible for In-Process Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none">• This inspection can be performed at any time from the beginning to the final inspection time in the process.	
<ul style="list-style-type: none">• Who can perform this inspection?	
<ul style="list-style-type: none">• Where does the inspectors initials go for this inspection?	
<ul style="list-style-type: none">• How will potential rework be performed if discrepancies or rework issues are located?	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

Final Inspection

(*This training required for employees' performing Final Inspections and annually for any employee who is responsible for Final Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
• Who may perform a Final Inspection on an aircraft or item?	
• If the Final Inspection is found to have discrepancies, how are those discrepancies corrected?	
• Does the inspector have the necessary ratings for Final Inspections?	
• Have all required attached documents been checked to verify that the item or aircraft can properly be returned to service?	
• Have all of the items been inspected for the work performed?	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

Return to Service Inspection

(*This training required for employees' performing Return to Service Inspections and annually for any employee who is responsible for Return to Service Inspections as annual refresher course.)

* Training will be conducted utilizing current AC 145-9 as applicable per subject to supplement course topic discussions listed below.

Course Topic for discussion	Understands Topic
<ul style="list-style-type: none"> • Who is qualified and authorized to return an aircraft or item to Service? 	
<ul style="list-style-type: none"> • Has form 8130 been completed if bench work was done? 	
<ul style="list-style-type: none"> • Has the work been performed as per manufacturer or maintenance manuals as applicable? 	
<ul style="list-style-type: none"> • Has the work been done per an STC? Is the STC or AML: included with the work order packet? 	
<ul style="list-style-type: none"> • If a 337 is required, has the ICA, AML, STC documentation been completed. 	
<ul style="list-style-type: none"> • Has the aircraft Weight & Balance data been updated if applicable? 	
<ul style="list-style-type: none"> • If the work was done for an Air Carrier, has documentation been completed to comply with that operators program requirements? 	
<ul style="list-style-type: none"> • Is the work performed authorized under the Repair Station to perform? 	

I understand the topics listed above and understand the information discussed in this training meeting.

Printed Name _____ Signature _____ Date _____

SECTION 4. TRAINING METHODS AND SOURCES

Premier Aviation will use all training sources and methods available to provide employees with the information necessary for them to perform assigned maintenance (including inspection), preventive maintenance, and alterations tasks correctly.

The majority of the training provided by this repair station will use on-the-job (OJT) methodology. The information required by Section 3 will be developed for each lesson to ensure consistency among training providers.

An OJT trainer is qualified by showing previous training qualifications in the area that they are providing training on or a technician can provide this training for final completion of their training on a project/component/system while under the direct supervision of a previously approved OJT trainer. This technician final training can assist with public speaking and a good knowledge base to show proficiency in that training program phase.

SECTION 5. TRAINING DOCUMENTATION

The Accountable Manager will ensure training records are generated and maintained for all Premier Avionics employees that establish each individual is capable of performing the maintenance (including inspection), preventive maintenance, and alteration tasks assigned. This will be determined by the employee having previously received the training during initial hire training, annual recurrent training or OJT training as needed for any project that requires such training and this documentation will be recorded in that employees training folder.

The records may include FAA certifications, other applicable certifications and degrees, Premier Avionics or customer qualifications and authorizations, and for each course completed, the total time credited, the date, the instructor, the location, and the results of any associated examination.

All documents showing proof of any of the aforementioned training are maintained for as long as an individual is a Premier Avionics employee and for two years thereafter. These records are kept in the office of the General Manager/Accountable Manager.

Any employee may review their training records to verify that they are complete and current. If an employee notes a discrepancy in the training record documentation, that employee will inform the Accountable Manager of the discrepancy. Any change necessary to update an employee's training record must be approved by the Accountable Manager. These records will be kept in house in the office of the General Manager/Accountable Manager or the office of the Avionics Manager if necessary.

SECTION 6. TRAINING MANUAL CONTROL AND REVISION PROCEDURE

1. Each manual (Repair Station Manual, Quality Control Manual and Training Manual), will have a control number and an assignment entry on the manual cover page. All related Inspection Personnel, General Manager/Accountable Manager, and the FAA shall maintain a current Revision of the Repair Station manual. In addition, shop personnel will keep one copy of the Repair Station manual in the Avionics shop for use. A master list containing the manual number, location and revision status will be kept in the General Manager/Accountable Manager's office at all times.
2. As manual revisions become necessary, the General Manager/Accountable Manager will create and review each page of the revision. Each revised page and the list of effective pages will then be submitted to the FAA in either hard copy or electronic media type. The Revision will be sent along with a letter stating the changes that were made. After a period of 30 days, if the FAA has not returned the letter, a phone call shall be made to the FAA in regards to why this letter has not been returned. Upon acceptance from the FAA, sufficient copies will be made and distributed for each manual holder.
3. Each Revision page will contain the Revision date located in the bottom right hand corner of the page along with the revised section of the manual highlighted by an underline. Upon receipt of a revision, each manual holder will be responsible for inserting the revised pages into the manual, record the revision on the manual revision page and return the acknowledgement form recognizing the change to the General Manager/Accountable Manager indicating the holder has revised the manual.
4. Should procedures be performed that do not comply with applicable FAR's, the Repair Station will make contact with all applicable customers within 24 hours to remedy this problem. If contact cannot be made with a customer, the Repair Station shall contact the FAA to inform them of this problem.
5. A list of effective pages will be issued with each revision so that each manual can be checked and maintained in current order.

SECTION 7. WORK PERFORMED FOR PART 91, 121, 125, 129, and 135 OPERATORS

Premier Avionics only performs work for 14 CFR parts 91, and 135 operators. Individual operator training requirements are met through: initial, recurrent, or specialized training. (See page 11 of the Training Manual) Premier Avionics does not perform work for 14 CFR parts 121, 125, and 129 operators.

The Accountable Manager will work with each operator to schedule Premier Avionics employees for operator training, as determined during the individual's needs assessment.

SECTION 8. NON-CERTIFICATED EMPLOYEES

When Premier Aviation utilizes a non-certificated employee, that employee will be directly supervised during all aircraft related work that is performed within the Repair Station. All work that has been performed by the non-certificated employee and overseen by a qualified Repair Station OJT trainer will be noted in the employees Training Records Form. The employee will not perform aircraft maintenance without supervision until such time that the employee is qualified to perform that test and/or inspection function on an aircraft. The employee training records will show as to what aircraft functions the employee is qualified to perform. An employee training will be documented in their training records. Various forms of training are as follows: Initial and Recurrent Training, OJT training, manufacturer's training programs, knowledge of rules, regulations, use of tools and technical data; and drug testing programs.