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Training Manual

Mo/Yr

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Letter	E.O. Number - Description		Date
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Prepared By:	Date		
Your Dept:	Date		
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This training manual contains the policies and procedures the Company uses to determine [REDACTED]

[REDACTED] changing training needs.

This manual establishes the procedures for the Company to identify its training needs [REDACTED]

[REDACTED] to ensure that the training requirements for the Company and employees are [REDACTED]

The Company's training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]s
- [REDACTED]
- [REDACTED]

The training supervisor is responsible for [REDACTED]

[REDACTED] Any changes to the training program [REDACTED]

SECTION 1. BACKGROUND

Persons performing tasks that affect quality must [REDACTED]

[REDACTED] includes indoctrination (initial, recurrent), specialized and remedial training areas of study for all of its employees. The Company has separate areas of study for the following staffing categories:

- [REDACTED]

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[Redacted]

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

[Redacted] skill level for each [Redacted] to meet the Company's needs and produce training consistent with [Redacted]

SECTION 2. TRAINING NEEDS ASSESSMENT

The Company's needs assessment [Redacted] as well as individual employee training requirements.

1. Overall Needs.

To determine its overall training requirements, the training supervisor and the managers of each technical area [Redacted]

[Redacted] will result in a description of the knowledge and skill standards for each [Redacted]

[Redacted] if it is determined that an employee does not [Redacted]

[Redacted] continuously evaluates [Redacted] the training program when:

- [Redacted]
- [Redacted]

a. Identification of Training Needs.

The Company may identify additional training needs through:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [REDACTED]
- [REDACTED]
- [REDACTED]

The training supervisor ensures [REDACTED] training needs.

b. Changes to Work Scope.

Whenever the Company is planning to change [REDACTED]

[REDACTED] The need for additional training [REDACTED]

and the availability of in-house training.

Appropriate changes will be made to [REDACTED]

[REDACTED] the new training needs to be [REDACTED]

c. Annual Training Program Review.

An annual review of the training program will verify [REDACTED]

[REDACTED] its job

position duty and task assignments, [REDACTED]

[REDACTED] that are required to ensure employees are [REDACTED]

2. Individual Needs Assessment.

The Company has established skill levels and qualifications for each job position based upon [REDACTED]

[REDACTED] a new job position, [REDACTED]

and [REDACTED]

qualifications against [REDACTED]

The supervisor and the training department determine what training is necessary and [REDACTED]

The supervisor will also work with the training department to ensure [REDACTED]

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SECTION 3. COURSE DEFINITION

The training department will develop and revise [REDACTED]

1. An Area of Study will be developed to identify the entire scope of training available for [REDACTED]

[REDACTED] Initial training [REDACTED] that supports, expands or refreshes [REDACTED] the information necessary to properly accomplish assigned tasks.

2. All Courses/Lessons shall be recorded by developing the following information as necessary to capture [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The information required by this Section shall be developed for [REDACTED] training provided by [REDACTED] to ensure the availability of enough information to determine [REDACTED]

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SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, the Company will [REDACTED] be transferred to employees.

1. Training Methods.

The material to be presented, the level of personnel receiving the training and alternatives available will be used to [REDACTED] but not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company will use all available resources to provide [REDACTED] the amount of information that must [REDACTED] by an evaluation of the employee's [REDACTED]

2. Training Sources.

Sources available for training will be [REDACTED] conducted to ensure it provides [REDACTED] instructor qualifications and experience. The extent of the audit will be based on [REDACTED]

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3. Training Instructors.

Instructors shall be qualified based upon [REDACTED]

[REDACTED] to impart information

[REDACTED] of in-

house instructors shall be [REDACTED]

SECTION 5. TRAINING DOCUMENTATION

The training supervisor is responsible for [REDACTED]

[REDACTED] an electronic summary of all

[REDACTED] course completed, the

total time [REDACTED]

[REDACTED] make the training records of employees

performing work [REDACTED]

[REDACTED] for as long as an

employee [REDACTED]

SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will regularly [REDACTED]

[REDACTED] through observation, examination

[REDACTED] in-house training courses.

The quality manager will ensure [REDACTED]

[REDACTED] the training program

[REDACTED] include written or oral examinations or manipulative
[REDACTED] results of all course examinations

[REDACTED] to ensure the

employee was capable of [REDACTED]

SECTION 7. REVISION PROCESS

The process for submitting changes to this training manual is described in the Company's quality manual.

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SECTION 8. WORK PERFORMED BY INDUSTRY CERTIFIED OPERATORS

The Company performs work according to standards established by [REDACTED]

[REDACTED] The training supervisor [REDACTED] during the individual's needs assessment.

SECTION 9. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may [REDACTED]

[REDACTED] coordinate the needs assessment to ensure [REDACTED]

[REDACTED] all individuals performing work that affects quality.

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Training Program

Mo/Yr

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Prepared By:	Date		
Your Dept:	Date	YOUR PROGRAM	
Your Dept:	Date		
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This training program contains the policies and procedures the Company uses to determine its training requirements and to develop [REDACTED]

[REDACTED] appropriate existing training, select the training methods, provide training and [REDACTED]

The Company controls this document according to the procedures for document and revision control described in its quality manual. The Company's training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

SECTION 1. BACKGROUND

The Company has an established training program that includes [REDACTED] performing work that affects quality. The procedures in this program enable the Company to [REDACTED] produce training consistent with [REDACTED] the information pertaining to [REDACTED] the Company's facilities.

SECTION 2. TRAINING NEEDS ASSESSMENT

The Company's needs assessment is [REDACTED] individual employee training requirements.

1. Overall Needs Assessment.

To determine its overall training requirements, the Company will [REDACTED] and update [REDACTED] such items as the [REDACTED] to perform work that affects quality. This general needs assessment will result in [REDACTED]

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[Redacted]

These basic training goals are documented in the

requirements of specific individuals in relation to [Redacted]
The Company will provide training to employees:

- [Redacted]
- [Redacted]

a. Identification of Capability Deficiencies.

The Company may identify individual capability deficiencies through:

- [Redacted]
- [Redacted]

The Company ensures the above programs [Redacted] will decide on the appropriate training after [Redacted]

[Redacted] will not affect the quality of the Company's work until [Redacted]

This can be accomplished through [Redacted]

b. Changes to Work Scope.

Whenever the Company is planning to change its facilities, equipment or scope of work as reflected in its operation specifications or capability list, the training supervisor must [Redacted]

[Redacted] review the results of the [Redacted]

2. Individual Needs Assessment.

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

[REDACTED] The Company may accept [REDACTED] if any training is required to perform the assigned tasks.

SECTION 3. COURSE DEFINITION

The training supervisor will outline [REDACTED] the course or lesson, the following information should be documented, as appropriate:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Documentation associated with any training accepted or given by the Company shall [REDACTED] to perform work affecting quality. Training will be provided on [REDACTED] that affects quality are capable of performing assignments.

SECTION 4. TRAINING METHODS AND SOURCES

The Company will use all training sources and methods available to provide [REDACTED]

[REDACTED] The majority of the training provided [REDACTED] will be developed for each [REDACTED]

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SECTION 5. TRAINING DOCUMENTATION

The training supervisor will ensure [REDACTED] the Company or Customer qualifications and authorizations, and [REDACTED]

[REDACTED] the results of any associated examination.

All documents showing proof [REDACTED]

[REDACTED] may review their training records to verify [REDACTED]

[REDACTED] Any change necessary to [REDACTED]

SECTION 6. REVISION PROCESS

The process for submitting changes to the training program is described in the Company's quality manual.

SECTION 7. WORK PERFORMED BY INDUSTRY CERTIFIED OPERATORS

The Company performs work according to [REDACTED] each job function. The training supervisor will schedule [REDACTED]

SECTION 8. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may [REDACTED] begin work for [REDACTED] the affected area to conduct [REDACTED] particular assignment before they are required to [REDACTED]

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Defect Prevention Program

Mo/Yr

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Your Group:			
Your Group:		TRAINING PROGRAM	
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1.0 PURPOSE

This program establishes the requirements for the development and maintenance of a defect prevention/training program.

2.0 SCOPE

Fabrication and inspection personnel must be trained and properly certified, in addition, [REDACTED] must be certified.

This certification process must be [REDACTED] address the training needs for [REDACTED]

3.0 ORGANIZATIONAL

The Quality Group of (Your Co) is responsible for [REDACTED] maintainability of the end product or service while stressing [REDACTED]

[REDACTED] procedures and personnel used in special process operations [REDACTED]

[REDACTED] must develop or assist [REDACTED]

4.0 GENERAL

Machines, equipment and procedures used in [REDACTED] must be [REDACTED]

Machines, equipment, procedures, and personnel that are producing and have been producing deliverable supplies or services that conform to requirements under routine manufacturing or service conditions are [REDACTED]

The period of effectivity for all heritage certifications is [REDACTED] involved in [REDACTED]

inspection and manufacturing operations [REDACTED] must keep pace with [REDACTED] to insure the proficiency of [REDACTED]

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each individual

and be given to each individual satisfactorily completing the training and qualification tests.

Records must be maintained for each

that indicate

The period of effectivity for all certifications must

be provided with

additional training, as required, prior to

equipment and procedures that

fail the recertification process must

prior to the

next recertification attempt.

5.0 PROCEDURES

5.1 The First Day for the New Employee

This orientation day is to make the new employee aware of

the organization and operation,

including

for their work area.

Each new employee must be

that explains

how and why

The intent

and the product they produce

and the

effect of a nonconforming product or service on

5.2 Basics

A substantial portion of the training of fabrication and inspection personnel must be concerned with

for example,

These personnel must also receive training on

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[REDACTED]

These *criteria* require that the Operator be provided with

[REDACTED] self-control and can
properly be held accountable for

[REDACTED] controlling quality.

An Operator cannot remedy a

5.3 Training of Fabrication and Inspection Personnel

Written specifications or verbal instructions that apply to an operation must

[REDACTED] reduce them to

When standardized samples are available, they must

[REDACTED] be instructed about

[REDACTED] how the product is used or the service is applied, and when practical,

The Operator must be trained regarding

[REDACTED] the trivial characteristics of the purposes served by the product or service

[REDACTED] as well as making more obvious the

[REDACTED] to enlarge their knowledge of "supposed to

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do". In the event that a specification does not define acceptance of a characteristic,

In matters of process specification versus product specifications, the Operator must be trained to apply

for a decision.

During the course of training, the Operator must

required assembly piece present or absent. In an operation that is engineered to include the Operator will be required to

In the two latter cases, the Operator must be trained to

record the

tool to prevent

In the event that an assembly item or operation is made

to

determine its conformance.

During training, the Operator must be instructed

to meet the

requirements. The Operator must be instructed

to provide the necessary

5.3.1 Qualification

A test procedure that establishes an Operator's proficiency in a process must be

for certification.

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5.3.2 Certification

Each individual satisfactorily completing the training and qualification tests may

[REDACTED]

be retested and qualified for

an as

needed basis using the designation, (Your #), Training Document.

6.0 WORKMANSHIP

Adherence to applicable federal, state, local and Company environmental, health and safety requirements is mandatory.

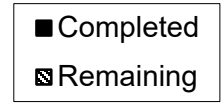
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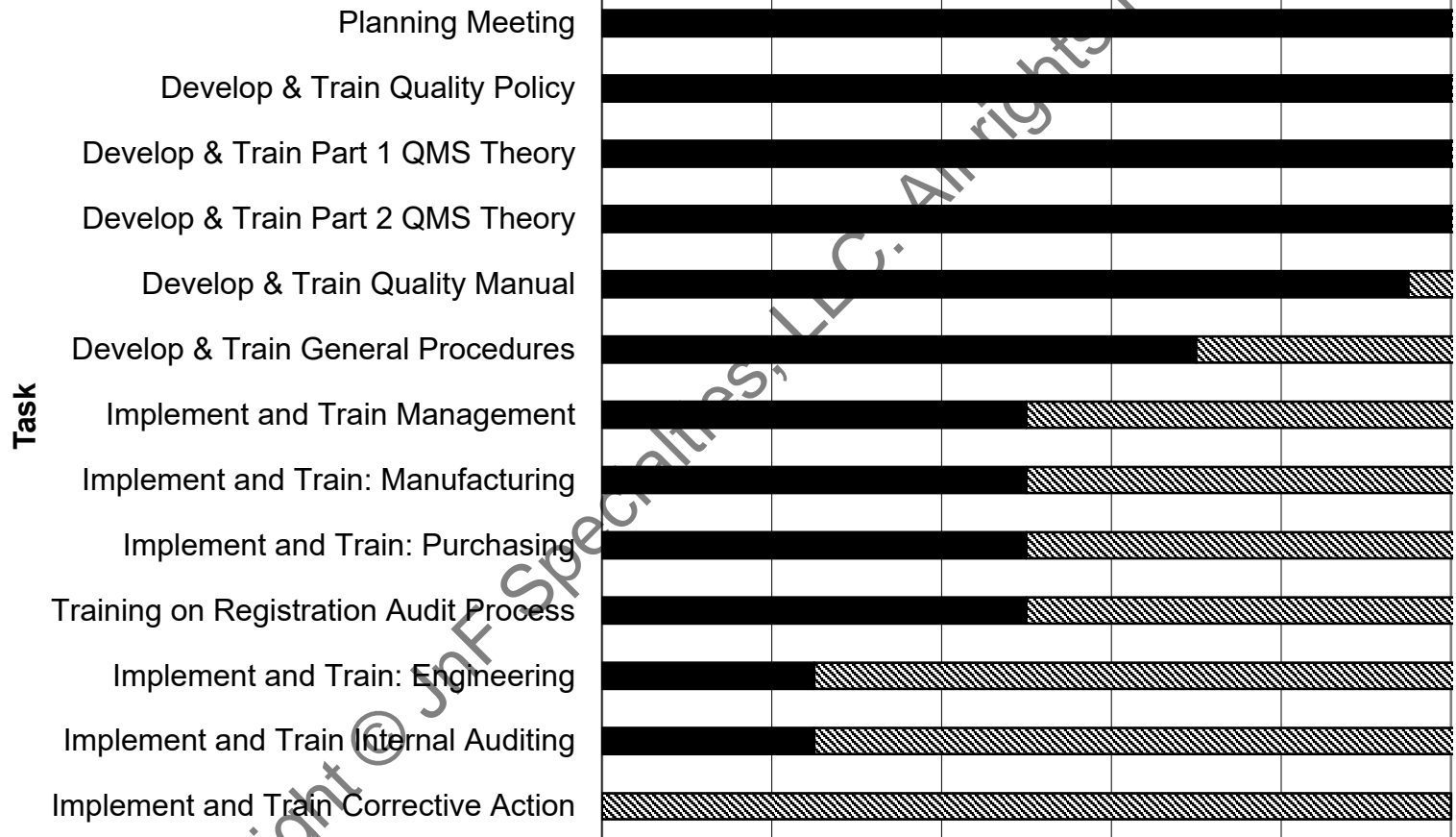
Training Program Progress Report

Your Company Name



Percent Complete

0 20 40 60 80 100



As of: _____

Signed: _____

Name _____

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Your Logo

Your Company Name

AC291

TRAINING PROGRAM

Origination Date: (your mo/yr)

Revision Level: (Orig, A, B, C, etc)

Revision Date: (month and year)

Released By: (your issuing authority or CO#)

Abstract:

This document describes training program and requirements.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained and qualified. The Company intends to ensure adequate employee performance through

3.0 TRAINING PROCEDURE

The Company's training program:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3.1 Hiring

Employees are hired on their basis [Redacted] against the requirements of the **QMS-05 Responsibilities and Authorities Procedure** as well as competency requirements [Redacted] for adequacy.

Job descriptions detail [Redacted] that could have an effect on [Redacted]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo [Redacted] using the [Redacted]

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Training/Orientation/Induction Form, which [redacted]

Subjects covered during orientation/induction:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
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- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.3 On the Job Training

Once an employee has completed the induction period, they undergo [redacted]
[redacted]
[redacted] professional positions. The Employee retains their on-the-job training status until [redacted]
[redacted] who then issues a ***Training Certificate***. The Company maintains an ***Inspector Certifications Matrix*** that reports [redacted]
[redacted]

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3.4 Additional Training

At the discretion of management, additional training may [redacted] be implemented to improve [redacted] the nature of the training, date of training and the name of the employee.

3.5 Continuation/Refresher Training

Management conducts periodic reviews [redacted] at least once per year, which results in [redacted]

3.6 Supervision/Monitoring of Inspectors

3.6.1 The Company has a supervision/monitoring system for their inspectors that [redacted] includes onsite [redacted] such as expired [redacted].

3.6.2 The Company conducts a review of each inspector at a minimum frequency of [redacted] review includes:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.6.3 The Company monitors inspectors at least once during the first month of employment; thereafter, inspectors are monitored [redacted] - see the **QMS-03 Quality Plan for Monitoring Special Inspectors.**

3.7 Inspector Requirements

The Company determines personnel performing inspections have appropriate:

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Including Relevant knowledge of:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

When applicable, inspection personnel have:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Employees may be appointed / authorized to:

- [Redacted]
- [Redacted]
- [Redacted]

The Company addresses the following details:

- [Redacted]
- App [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3.8 Records

The Company maintains a current listing of staff authorized to [Redacted]

4.0 CREDENTIAL REQUIREMENTS FOR SPECIAL INSPECTORS

Professional License: A professional engineering or architecture license issued by any of the State Licensing Boards within the U.S. (only applicable to a U.S. domiciled agency). Professional Credentials from other countries may be accepted on a case-by-case basis upon establishment of [Redacted]

Recognized Education: The following degreed programs are acceptable [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

Demonstratable Experience: To qualify as a Special Inspector based on experience, an Inspector needs to [Redacted]. The following are used as an acceptable means:

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- [Redacted]
- [Redacted]

Training and Certification

In-house Training: Documented in-house training could be [Redacted] determined by each SIA management [Redacted] subject to compliance with AHJ/AA requirements.

Documentation shall include [Redacted] and other necessary information. The documentation of the in-house training shall be [Redacted]

IAS Recognized Certification/Training: Certifications from the following third-party training service and certification service providers (both ISO/IEC 17024 accredited and otherwise) are recognized for special inspection, subject to approval from the respective AHJ/AA:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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•	[Redacted]
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•	[Redacted]

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TRAINING LOG

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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ORIENTATION/TRAINING REQUEST

To:		
Dept:		Date:
You have been scheduled to attend the next orientation		
Subject:		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]

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AISC TRAINING PROGRAM

Origination Date: (your origination date)

Document Identifier:	QMS-06 Training Program
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Rev: Orig
Document Link:	Location on Server (if used)

Abstract:

This document describes training program and requirements.

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Your Logo	Your Company Name	QMS-06 Training Program
QMC#:		Rev: Orig

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1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when [REDACTED] those abilities.

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their basis [REDACTED] that include minimum qualification requirements [REDACTED] assessed by HR and management for adequacy.

Evidence of qualifications for the following key positions are retained and maintained:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation that is documented on the **Training Orientation Request Form**. This introduces the employee to [REDACTED] and **QMS-03 Safety** requirements.

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3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo [redacted] specific to [redacted] OSHA 1926 project site safety plan, and [redacted]. The Company maintains a **Training Matrix** that [redacted] affect safety. Where appropriate, the results of inspections and tests on items shall [redacted].

3.4 Documented Training Program

3.4.1 Personnel responsible for functions that affect quality and safety receive initial and periodic documented training, including, but not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Personnel training is documented on the **Training Log**.

The Company regularly recertifies and updates NDT personnel according to **ANSI/ASNT CP-189 Standard for Qualification and Certification of Nondestructive Testing Personnel, or ASNT Recommended Practice No. SNTTC-1A Personnel Qualification and Certification in Nondestructive Testing**.

3.4.1.1 Training is specific [redacted] to welding procedure requirements, **AWS D1.5** endorsement for CWI's, [redacted] and blocking and bracing.

3.4.2 Personnel providing training [redacted] include the [redacted] documentation of successful completion [redacted].

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3.5 Additional Training

At the discretion of management, training may [REDACTED]
[REDACTED] be provided by a third party training provider but
must [REDACTED]
[REDACTED]

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FAA Repair Station Training Manual

Mo/Yr

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Prepared By:	Date			
Your Dept:	Date			
Your Dept:	Date			
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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

[REDACTED] this document and submitting revisions to the FAA for approval [REDACTED] to ensure that the training requirements for the Company and employees ar [REDACTED] The Company's training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The director of training is responsible for [REDACTED] the Company's training program. Any changes to the training program will be [REDACTED]

2.0 BACKGROUND

Persons performing maintenance (including inspections), preventive maintenance and alteration must [REDACTED] be trained according to the [REDACTED] separate areas of study for the following staffing categories:

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

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The Company further breaks down the training requirements for each staffing category based on [REDACTED] training requirements. The procedures in this manual enable the Company to [REDACTED] training consistent with all regulatory requirements.

3.0 TRAINING NEEDS ASSESSMENT

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

1. Overall Repair Station Needs.

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

[REDACTED] be assessed against the standard established for the position and tasks assigned. If it is determined that an employee does not possess [REDACTED] The Company continuously evaluates [REDACTED] the training program when:

- [REDACTED]
- [REDACTED]

a. Identification of Training Needs.

The Company may identify additional training needs through:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Director of Training ensures the Training Department [REDACTED]

NOTE: The Company should [REDACTED]

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 [REDACTED] be

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made to [redacted] and when [redacted]

c. Annual Training Program Review.

An annual review of the training program will [redacted] ensure [redacted] make any changes that are required to [redacted]

NOTE: The repair station should set forth its method [redacted]

2. Individual Needs Assessment.

The Company has established [redacted] the individual's skill level and qualifications against [redacted]

The supervisor and the Training Department determine [redacted] the individual receives the necessary training in the appropriate timeframe.

4.0 COURSE DEFINITION

The Training Department will develop and [redacted]

1. An Area of Study will be developed to identify [redacted] courses/lessons or other requirements. [redacted] to accomplish assigned maintenance or alteration tasks properly.

- [redacted]
- [redacted]
- [redacted]

2. All Courses/Lessons shall be recorded by developing the following information as necessary to capture the required knowledge or skill.

- [redacted]
- [redacted]
- [redacted]
- [redacted]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The information required by this Section shall be developed [REDACTED] from outside sources [REDACTED] to impart the information required by [REDACTED]

5.0 SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, the Company will [REDACTED] be transferred to employees.

1. Training Methods.

The material to be presented, the level of personnel receiving the training and alternatives available will be used to [REDACTED] including:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company will use all available resources to [REDACTED] have a documented method of [REDACTED] completing the information required by Section 4 of this training manual, however, the validity of any particular method can be [REDACTED]

2. Training Sources.

Sources available for training will be [REDACTED] conducted by an outside vendor, [REDACTED]

The audit may include an observation of training, a review of [REDACTED] and a review of [REDACTED]

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he
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 [redacted] knowledge and/or certification. The ability to impart information can be determined by [redacted]

6.0 TRAINING DOCUMENTATION

The director of training is responsible for [redacted] an electronic summary of all [redacted] assessment findings, a list of FAA certifications, other applicable [redacted] 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 [redacted] and for two years thereafter.

7.0 MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will [redacted] work with the quality manager to resolve any [redacted] employee's performance. This could include [redacted] to establish a basis for determining [redacted]

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 Operator training requirements [REDACTED]

[REDACTED] will work with each Operator [REDACTED]

[REDACTED] during the individual's needs assessment.

10.0 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

During periods of heavy workload, the Company may [REDACTED]

[REDACTED] ensure all individuals are provided [REDACTED]

[REDACTED] training records for all individuals performing maintenance (including [REDACTED])

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Small Repair Station FAA Training Manual

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This training program document contains the policies and procedures the Company uses to

The Company is responsible for

an employee's training needs in
a

The Company controls this document according to the procedures for document and revision control described in its QCM. A copy of this document and all revisions are provided to
The Company's training program consists of the following basic components:

-
-
-
-

SECTION 1. BACKGROUND

The Company has an established training program that includes
procedures in this manual
with all regulatory requirements. All of the information pertaining to the current training records is available for

SECTION 2. TRAINING NEEDS ASSESSMENT

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

1. Overall Repair Station Needs Assessment.

To determine its overall training requirements, the Company will
result in a description of the knowledge and skill an employee must have to

if there is a new employee,

These basic training goals are documented in the training program files but do not require

The Company will provide training to employees:

-

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- [REDACTED]
- [REDACTED] such as...
- [REDACTED]
- [REDACTED]
- [REDACTED]

a. Identification of Capability Deficiencies.

The Company may identify individual capability deficiencies through:

- [REDACTED]
- [REDACTED]

The (general manager) ensures the above programs are regularly reviewed to determine [REDACTED] the work performed by the individual [REDACTED] is successfully completed. This can be accomplished through [REDACTED]

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 [REDACTED] 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, [REDACTED] to determine if any training is required to [REDACTED]

SECTION 3. COURSE DEFINITION

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

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

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]

Documentation associated with any training accepted or given by the repair station [REDACTED]
 [REDACTED] provided on an initial and
 recurrent basis as required to [REDACTED]

SECTION 4. TRAINING METHODS AND SOURCES

The Company will use all training sources and methods available to provide employees with [REDACTED]
 [REDACTED] information required by section 3

SECTION 5. TRAINING DOCUMENTATION

The manager will ensure training records are [REDACTED]
 [REDACTED] maintained for as long as an individual
 is [REDACTED]
 [REDACTED] to update an employee's training record must be approved by [REDACTED]

SECTION 6. REVISION PROCESS

The process for submitting changes to the training program for FAA approval is described in The Company's RSM.

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.

SECTION 7. WORK PERFORMED FOR PARTS 121, 125, 129, AND PART 135 OPERATORS

The Company does not perform work for [REDACTED]
 [REDACTED] Before the Company would perform [REDACTED]
 [REDACTED] it would [REDACTED]
 [REDACTED] if additional capabilities [REDACTED]

SECTION 8. WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

During periods of heavy workload, the Company may [REDACTED]
 [REDACTED] where the individuals will work to [REDACTED]
 the particular assignment before they are required to begin work.

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Training Manual Handbook and Forms

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1.0 Training Standards and Staffing Categories

Persons performing tasks that affect quality must [REDACTED]

[REDACTED] for the following staffing categories:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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

[REDACTED] methods to assess an individual's skill level for each job function to determine training requirements.

Training standards shall include but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2.0 Areas of Study, Courses, Lessons

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

[REDACTED] the required knowledge or skill:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Using the information developed during the course definition phase, the Company will [REDACTED]

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be administered if it is determined that an employee does not [REDACTED]

3.0 Instructors

Instructors shall be qualified based upon [REDACTED]

[REDACTED] the course description. The information on courses and lessons from outside sources will [REDACTED] which may include [REDACTED]

4.0 Knowledge and Skill Standards

The training supervisor and the managers of each technical area must [REDACTED] each defined job position or function:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

5.0 Training Program Review

An annual review of the training program will [REDACTED]

[REDACTED] continuously evaluate its overall [REDACTED] training program when:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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6.0 Training Record

The supervisor and the training department determine [REDACTED]

Each electronic report include [REDACTED]

individual training records for as long as [REDACTED]

7.0 Course / Lesson Review

The training department will regularly [REDACTED]

with the quality department to ensure [REDACTED]

[REDACTED] coordinate
[REDACTED] the training supervisor is provided [REDACTED]
[REDACTED] to resolve any
discrepancies.

8.0 Employee Performance

During the course design, the Company shall [REDACTED]

[REDACTED] This could include [REDACTED]

The training department will [REDACTED]

[REDACTED] to ensure the employee was capable of [REDACTED]

9.0 Measuring Training Effectiveness

Statistical process control metrics may be used to [REDACTED]

10.0 Procedures

10.1 The First Day for the New Employee

This orientation day [REDACTED]

[REDACTED] is responsible for
introducing the new employee to the organization and operation, including security precautions

[REDACTED] that are not restricted within Company. [REDACTED]

[REDACTED] explains the operations
underway and questions must [REDACTED]

[REDACTED] by emphasizing the
control of processes throughout [REDACTED]

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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 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

Written specifications or verbal instructions that apply to

reduce them to that countermand them. The Operator must be trained to meet the requirements. The Operator must be trained regarding what

An explanation of the purposes served

behind the decision for fitness for use In the event that a specification does not if no response, the Training Supervisor must

they can judge whether they have achieved conformance. Feedback to the Operator of their conformance may

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[Redacted] that is engineered to include [Redacted] how well the work is being done. In the two latter cases, the Operator must [Redacted] to cause serious [Redacted] The Operator must be trained to [Redacted] determine its conformance. During training, the Operator must [Redacted] be instructed on how to [Redacted]

11.0 Qualification / Certification

11.1 Qualification

A test procedure that establishes an Operator's proficiency must [Redacted] be achieved to qualify a trainee for certification.

11.2 Certification

Each individual satisfactorily completing the training and qualification tests may be certified by [Redacted]

Skill Levels

- 1. [Redacted]
- 2. [Redacted]
- 3. [Redacted]
- 4. [Redacted]
- 5. [Redacted]
- 6. [Redacted]
- 7. [Redacted]
- 8. [Redacted]

Methods to Determine Skill Levels

- 1. [Redacted]
- 2. [Redacted]
- 3. [Redacted]
- 4. [Redacted]
- 5. [Redacted]
- 6. [Redacted]
- 7. [Redacted]

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JOB POSITION / TRAINING NEEDS

[Redacted]						
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]			
position name						
position name						
position name						
position name						
position name						
position name		etc...				

Your Logo

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EMPLOYEE SKILL LEVEL ASSESSMENT

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]					
[Redacted]		[Redacted]	[Redacted]	[Redacted]	

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INSTRUCTOR EVALUATION

Question	Answer
Is the instructor best suited for [REDACTED]	
Should the instructor use [REDACTED]	
For on-the-job-training, does the instructor use [REDACTED]	
Is the instructor thoroughly familiar with [REDACTED]	
Is the instructor capable of [REDACTED]	
Does the instructor have [REDACTED]	
Does the instructor have [REDACTED]	
Does the instructor have [REDACTED]	
Add questions here to tailor evaluation...	

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OUTSIDE VENDOR AUDIT

Question	Answer
Has the vendor's [REDACTED]	
Have the vendor's [REDACTED]	
Have the vendor's [REDACTED]	
Have the qualifications and experience of the vendor's [REDACTED]	
Has an informal [REDACTED]	
Is the training [REDACTED]	
Add questions here to tailor the audit...	

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TRAINING RECORD

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Your Logo

Your Company Name
FAA Repair Station #: xxxxxxxx

REPAIR STATION NUMBER: (Your #)

REPAIR STATION TRAINING PROGRAM

Origination Date: XXXX

Manual No:	Training Program
Date:	Latest Revision Date
Assignment:	Customer, Unique ID, Part Number
Revision:	Draft, Redline, Released, Obsolete

Abstract:

This document describes requirements for the training program.

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LIST OF EFFECTIVE PAGES (LEP)

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4	Orig	
5	Orig	
6	Orig	
7	Orig	
8	Orig	
9	Orig	
10	Orig	
11	Orig	
12	Orig	
13	Orig	
14	Orig	
15	Orig	
16	Orig	

Approved/Accepted by	Digital or Hand-Written Signature & Printed Name	Date
FSDO		
(Your Company Name) Accountable Manager		

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change
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ANNUAL REVIEW

Year	Date Review	Revisions	Reviewed By

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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 [REDACTED]

[REDACTED] the procedures for (Your Co) to identify its training needs [REDACTED]

[REDACTED] for revising this document and submitting revisions to the FAA for approval [REDACTED]

[REDACTED] as necessary.

(Your Co)'s training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Quality Assurance Manager is responsible for [REDACTED] coordinated with the responsible authority.

SECTION 1. BACKGROUND

Persons performing fabrication, maintenance (including inspections), preventive maintenance and alteration must [REDACTED]

[REDACTED] separate areas of study for the following staffing categories:

- [REDACTED] such as:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

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o [REDACTED]
 (Your Co) further breaks down the training requirements for [REDACTED] each job function to determine training requirements.

[REDACTED] all regulatory requirements.

All of the information pertaining to the current repair station training records is available for [REDACTED]

SECTION 2. TRAINING NEEDS ASSESSMENT

(Your Co)'s needs assessment is a two-part process that determines [REDACTED]

1. Overall Needs Assessment.

To determine its overall training requirements, the Training Department and the managers of each technical area must [REDACTED]

[REDACTED] for each defined job position or function. Employees will then be [REDACTED] if it is determined that an employee does not [REDACTED]

[REDACTED] revise the training program when:

- [REDACTED]
- [REDACTED] but not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]

a. Identification of the Training Needs Assessments.

(Your Co) may identify additional training needs through:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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: [REDACTED]
: [REDACTED]

The Accountable Manager, Chief Inspector, Quality Assurance Manager and/or the designee will [REDACTED] with all of the technical staff. The accountable manager, Chief Inspector, Quality Assurance Manager and/or the designee will also be responsible for [REDACTED] or by changing work assignment.

b. Changes to Repair Station Work Scope.

Whenever (Your Co) is planning to change its facilities, equipment or scope of work as reflected in its OpSpecs or capability, the Accountable Manager, Chief Inspector, Quality Assurance Manager and/or the designee must [REDACTED] if training needs are required.

c. Annual Training Program Review.

An annual review of the training program will [REDACTED] analyze its job position duty and task assignments, [REDACTED] to ensure employees are capable of [REDACTED]

2. Individual Needs Assessment.

Whenever (Your Co) hires a new employee or transfers an employee to a task assignment, an assessment [REDACTED] or use a formal written examination, [REDACTED] is required to [REDACTED] at that time to ensure employees skill and qualifications are [REDACTED] Initially, an assessment will be [REDACTED] documented by letter and training will be suggested.

(Your Co) will measure the effectiveness of training by [REDACTED]

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[REDACTED] an evaluation during the actual [REDACTED] using (Your form). Only those items being evaluated will [REDACTED]. Employees being assigned to new tasks will [REDACTED] be provided. The nature of (Your Co)'s work scope [REDACTED].

SECTION 3. COURSE DEFINITION

The Accountable Manager, Chief Inspector, Quality Assurance Manager and/or the designee will [REDACTED] based on the results of a training needs assessment.

An area of study will [REDACTED] define the initial and recurrent requirements for [REDACTED] information that supports, [REDACTED] who lacks demonstrated knowledge and has been provided the information necessary to accomplish assigned fabrication, maintenance or [REDACTED]. While defining the course or lesson, the following information will be documented, as appropriate:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The information required by this section shall [REDACTED] includes training provided by [REDACTED] will be evaluated to ensure [REDACTED].

Indoctrination Training

Indoctrination training will [REDACTED] but not limited to the following courses:

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Initial Technical Training

(Your Co) hires only technicians [REDACTED] within 30 days of hiring to determine [REDACTED] when new tasks are being added to [REDACTED]

Recurrent Training

Recurrent Training may [REDACTED] include [REDACTED] unique Customer/Owner requirements.

Remedial Training

If during employee evaluations or the normal course of events, an employee's performance is [REDACTED] or Formal Courses of Study.

SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, (Your Co) will [REDACTED]

(Your Co) will use all [REDACTED] material to be presented, [REDACTED] but not limited to; [REDACTED]

The information required by Section 3 will be developed for [REDACTED] other repair stations, [REDACTED]

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Training Instructors or subject matter experts will [redacted] and/or certification.

SECTION 5. TRAINING DOCUMENTATION

The Quality Assurance Manager will ensure training records are [redacted] performing the fabrication, and alteration tasks assigned.

The records include [redacted] and the results of any [redacted]

All documents showing proof [redacted] and for two years thereafter.

Any employee may [redacted] update an employee's training record [redacted]

(Your Co) will maintain a hard copy training record and [redacted] copies of training records in the Quality Assurance office.

SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will [redacted] coordinate with the Quality Assurance Department to ensure [redacted] the training department is provided [redacted]

[redacted] on an annual basis as described in [redacted] for determining whether the course [redacted] was capable of performing assigned tasks.

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SECTION 7. REVISION PROCESS

The Chief Inspector will [redacted] submit training program manual revisions to the CHDO within [redacted] if no revisions are made during the preceding year.

In the event a revision is determined to be [redacted] The repair station will [redacted] until the FAA has [redacted]

Approval of the training program manual and its revisions will [redacted] behind the List of Effective Pages section last page.

The FAA CHDO will [redacted] be issued in a hard copy to [redacted]

Manual holders of paper copies will [redacted] be responsible for [redacted] revisions page and returning [redacted] showing the holder has [redacted]

SECTION 8. WORK PERFORMED FOR PART 121, 125, 129, AND PART 135 OPERATORS

(Your Co) may perform work for 14 CFR parts 91, 121, 125, 129, and 135 operators. Individual operator training requirements (initial, recurrent, or specialized) are [redacted]

The Quality Assurance Manager will coordinate with [redacted] during the individual's needs assessment and specific Customer/Owner requirements.

SECTION 9. WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

During periods of heavy workload, (Your Co) may [redacted] work to conduct the needs assessment and ensure [redacted] will be provided to any temporary employees.

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A training file will be established for each temporary employee. This file will be maintained for two years after that employee's last employment period.

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EMPLOYEE TRAINING SUMMARY FORM

Employee Name	Position	Training Program	Start Date	End Date	Hours	Cost

Name: Enter name of employee and title or position held

[Redacted Name]

[Redacted Title/Position]

[Redacted Address]

[Redacted City/State/Zip]

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INDIVIDUAL TASK QUALIFICATION

1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
12)								
Evaluation By:								
Name:		Enter name of employee						

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INDIVIDUAL TASK QUALIFICATION

1)								
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Evaluation By:								
Name:		Enter name of employee						

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INDIVIDUAL TASK QUALIFICATION

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10)				
a)				
b)				
11)				
a)				
b)				
12)				
13)				
14)				
Evaluation By:				
Name:	Enter name of employee			

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