

Appendix G Programs

Air Midwest, Inc.

Maintenance Training Manual

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CHAPTER 1 MAINTENANCE TRAINING

Training is based on a balanced combination of structural training, self-study and on-the job training. Portions of the training may be accomplished by Maintenance Supervision, Leads, Training Instructors and/or manufactures/vendors representatives who have had the proper training.

I. PHILOSOPHY

- A. Air Midwest, Inc. Maintenance Training Program has been developed to provide maintenance personnel with training in all the aspects of maintaining the Company's aircraft. This training will ensure safety and maximize productivity in every area of the maintenance function.
- B. Air Midwest's training philosophy is to provide its maintenance personnel, as listed in this program, the training required to assure high standard knowledge to perform their assigned tasks.
- C. FAR 121.375 states:
MAINTENANCE AND PREVENTIVE MAINTENANCE TRAINING PROGRAM:
Each certificate holder, or persons performing maintenance or preventive maintenance functions for it, shall have a training program to ensure that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures, techniques and new equipment in use and is competent to perform his duties."

II. DUTIES/RESPONSIBILITIES

- A. The DOM and the Director of Quality Assurance or his designee will be responsible for the overall administration of Air Midwest, Inc. Maintenance/RII Training Program. The Maintenance Training Coordinator will be responsible for making sure that all required training is performed. Properly qualified instructors conduct all training to ensure the security of the entire program is not compromised.
- B. The Director of Maintenance or his designee is responsible for:
 - 1. Ensuring all maintenance personnel assigned are properly trained in the following areas:
 - a. Indoctrination for the use of Air Midwest's manuals, policies, procedures and forms.

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- b. Support Staff Training (Parts, Records, Planning, CASP, Auditor and maintenance control).
 - c. Hazmat Training.
 - d. Ground Unit Training.
 - e. Specialized Procedure Training.
 - f. Avionics.
 - g. Taxi/Runup Training.
 - h. Airworthiness Release Training
 - i. Aircraft Type Familiarization
 - j. Aircraft /Systems Familiarization
 - k. Specialized Aircraft System/Component
 - l. Required Inspection Item (RII) Program
 - m. Inspector Training
 - n. Recurrent Training
2. Scheduling all training (far enough in advance to allow the maintenance department to coordinate any maintenance function).
 3. Canceling any scheduled training if a conflict between maintenance functions and training requirements occurs. This can only be approved by the DOM in concurrence with the Director of Quality Assurance.
 4. Selection of individual employees for training assignment.
 5. To periodically review the Maintenance training program and make recommendations to the Maintenance Training Instructor for improvements as applicable..
 6. Will ensure OJT is accomplished and properly documented for entry into the Technician's training records.
- C. Maintenance Training Coordinator
1. Will have the overall responsibility for record keeping, to include the ICT facility and the MCI line base: i.e. for insuring all training is properly documented in each individual's training records.
 2. Responsible for reviewing and filing all maintenance training records, as received from the regional maintenance bases, line stations and on call maintenance facilities.

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3. Responsible for developing formal training curriculum, to include the recurrent training and test criteria.
 4. The Maintenance Training Coordinator, in response to requested training needs, will arrange for facilities, instructional support and acceptable schedule dates.
 5. Will review periodically all individuals OJT training progress and take any action necessary to insure the OJT training is completed in a timely manner.
- D. The Quality Assurance Department will Review/evaluate the Inspector's and RII's training records, for proper documentation and compatibility with individual's training and current assignment.
- E. The maintenance foreman will have the overall responsibility to insure that prior to assigning work to an individual they have completed the appropriate section of the OJT form for the work assignment.
- F. Designated Instructors are responsible for insuring that persons receiving instructions complete appropriate training forms at the time the training was received. Designated instructor will complete the instructor portion of the form at that time.
- G. The Regional Site Manager:
1. Will have the overall responsibility for record keeping for their facility and line bases: i.e. for ensuring all training is properly documented in each individual's training record.
 2. Will conduct an audit of the records, no less than every six months for that region/maintenance facility.
 3. Will insure that all copies of the maintenance training records, required to be maintained at the ICT facility, are provided to that facility, upon completion, or upon the updating of those records.

III. POLICES

The following policies have been established to assure conformance with all training requirements:

A. Indoctrination Training:

Each Maintenance personnel will attend Air Midwest, Inc., Indoctrination Training when they are hired. All training will be conducted as directed by the Maintenance Training Manual.

B. Specialized Training:

Certain individuals within the Maintenance Department require extensive knowledge about particular aircraft, engine systems and techniques. Specialized

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training will be given to appropriate maintenance personnel to familiarize them with their respective section duties and specialty areas within the maintenance department. Training will be done when required on each different system as needed. The Maintenance Training Coordinator will be responsible for developing the syllabus for any specialized training course when it is determined to be necessary.

C. New Equipment:

When new equipment is introduced into the fleet, either in the form of new aircraft or new components, the Maintenance Department will provide training for all personnel involved in maintaining the equipment.

D. Contract Mechanic Training:

1. Certified Repair Station mechanics that are trained/qualified to perform work on Air Midwest, Inc. aircraft will be provided with adequate training on company policies and procedures located in the appropriate sections of the MPM 210. Training will be conducted by an Air Midwest, Inc. designated instructor at the repair station.
2. Whenever contract maintenance that is not a Certified Repair Station is used routinely, contract mechanics will be required to have the necessary documented training for the work that they will be doing. Training of contract personnel will be coordinated by the Maintenance Training Department.
3. Training records for contract maintenance personnel will be maintained by the employer of such individuals and will be made available for review upon request.

E. Testing:

1. Formal classroom courses require a final test. Daily quizzes may also be given, if appropriate, with a minimum passing grade of 70%. Personnel who fail to meet the minimum passing grade, will not be authorized to work on the applicable system/aircraft.
2. Taxi/Run Up personnel must score 90% (correctable to 100% during an after quiz review) on their final test before they will be authorized to perform Taxi and Run Up of aircraft.

F. Attendance:

1. Class dates, scheduled meeting times and classroom location information will be distributed in a timely manner by the Maintenance Training Department.

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2. It is expected that arrival at scheduled class meeting will be on time. For one day class sessions, no credit will be granted if tardiness is more than one hour, even if the tardiness is excusable. Programs that continue more than one day, the first instance of tardiness will warrant a warning from the instructor. A subsequent instance of tardiness will result in a drop from class and no credit.

G. Off-site Training:

1. If Air Midwest, Inc. does not have the resources to train a technician in a particular field, the Maintenance Training Coordinator will arrange training through an approved manufacturer/vendor's factory or contracted training facility with approval from the DOM.
2. A copy of the certificates and diplomas from each school will become a permanent part of the employee's training record.

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CHAPTER 2 TRAINING PROGRAM

I. METHODS OF TRAINING

A. CLASSROOM TRAINING

1. Formal classroom instruction will be used, when appropriate, to train technicians/inspectors on any new equipment, techniques and procedures.

NOTE: Maintenance personnel may receive some formal classroom instruction via an Original Equipment Manufacture (O.E.M.)-Training program.

2. TRAINING ROSTERS (FORM #T015, T016, and T017) will be initiated for each classroom training course. The original Training Rosters will be kept on file by the Maintenance Training Coordinator. In addition, a copy of the Training Roster will be placed in the training records of each individual attending.
3. All classroom facilities utilized for training at Air Midwest, Inc. will be well lighted, protected from distracting noise, and air conditioned. Blackboards and provisions for portable or fixed projection equipment may be provided for each classroom. Each classroom may have the following equipment available for use, as required:
 - a. Slide projector with remote control,
 - b. Overhead projector,
 - c. VCR with television,

B. ON-THE-JOB TRAINING (OJT)

1. Not all OJT ATA subject areas are applicable to all stations or all personnel. For stations where an ATA subject area work is not being performed or for an individual who will not be assigned a specific work task, such as Avionics, Special Inspections, ect.. The OJT ATA subject area may not be completed.
2. The ON-THE-JOB GENERAL TRAINING RECORD (FORM #T005A) is used to document the OJT. The OJT Training Records Form #T005A will be completed for each ATA, system/component area by the student and Instructor at the time the training is given.

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3. OJT will be used to learn and demonstrate knowledge and practical skills of normal job related duties. OJT training will be performed under the guidance of a qualified technician or staff member. The OJT will use practical situations found everyday on the job. The person providing the training shall have documentation of previously completed OJT training.
4. The ON THE JOB TRAINING (OJT) RECORD OF TRAINING SUMMARY (FORM #T005) is used to verify the status of all OJT. When the Regional Site Manager or Training Coordinator reviews an individuals OJT Training Records, Form #T005A for completed training, the status will be documented on the T005 to show an individuals progress in completing the training. During the review when the first item of training is found to have been completed in an ATA subject area on the Form T005A, the Regional Site Manager or Training Coordinator will enter the "training start date" and sign the "verified by" block in the corresponding ATA subject area of the T005 form. When all items are completed in an ATA subject area of the T005A, the Regional Site Manager or Training Coordinator will enter the date in the "final completion date" block and sign the "verified by block in the corresponding ATA subject area of the T005. Any time the OJT Training Summary, T005 is updated the Regional Site Manager will send a copy to the Training Coordinator, in Wichita, KS. The Training Coordinator will file the updated record in the individuals training file.
5. The Maintenance Department has overall responsibility for the OJT program, including proper documentation in each individual's training records. The Foreman, Supervisor, and Lead Technicians are charged with the responsibility for arranging OJT for all assigned personnel. The original OJT Forms will be kept on file at each respective maintenance facility.
6. Maintenance personnel with documented previous aviation maintenance experience will be evaluated by the Regional Site Manager or Assistant D.O.M. Documented previous experience may be utilized in lieu of the OJT Training. The acceptance date of previous experience will be noted on the OJT Training Form #T005A for each component/system ATA for which the new employee has previous training. Copies of previous maintenance training record documents, used in lieu of OJT training will be placed in the individuals training record file.

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C. Off-site Training

1. In some instances, arrangements may be made to participate in manufacturer/vendor training offered at facilities away from the employee's domicile. Classroom instruction, hands-on "in the field" training and training using simulators or mock-ups are usually included.
2. Before using any contract training, the Maintenance Training Coordinator or a designee will evaluate the contractors facilities, training syllabus, reference materials and instructor qualifications.
3. The Maintenance Training Coordinator or a designee will also periodically review the student progress and take any action called for, to assure adequate training.
4. The technician shall be responsible for confirming that arrangements have been made to have any pertinent records of training sent or carried back to the technician's maintenance facility.