

**Perform Air International Inc.**  
**Repair Station Training Manual**  
**Section: VIII**  
**Procedure: VIII.09 Remedial Training Procedure**

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
I	10/02/24	Revised 5.1.1.1, 5.1.1.2

**1.0 Purpose:**

The training program established and maintained by the Training Department ensures all remedial functions are properly trained and documented to ensure competence.

**2.0 Scope:**

Remedial training requirements for all job functions within Perform Air International Inc., and those employees who require remedial training.

**3.0 Responsibility:**

The maintenance of the training program for Perform Air International Inc. is the responsibility of the Training Department. Remedial training needs of personnel are the responsibility of their direct supervisors.

**4.0 Definitions:**

**4.1 Remedial Training** – Training provided concerning the correction of inadequate study / work habits and the raising of an employee's general competence.

**4.2 Competence** – Demonstrated ability to perform the skills or accomplish the tasks associated with the job assignment.

**4.3 Experience** – Competency gained through participation in activities leading to the accumulation of knowledge, skill or practical wisdom.

**4.4 In-House Training** – Training conducted within and by Perform Air International Inc. including OJT, case studies, classroom training, mentoring, self-study, specialized training, and tutoring.

**4.5 On the Job Training (OJT)** – Acquiring knowledge and skills in an actual work environment.

**4.6 Job Function** – A classification (by operational activity or along organizational lines) that consists of a group of jobs with related assignments, but with varying levels of expertise.

**4.7 Qualifications** – The body of knowledge associated with accomplishing the assigned job.

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**5.0 Procedure:**

**5.1 Remedial Training Needs:** Remedial training requirements are established to correct skill or knowledge deficiencies. If any employee demonstrates the inability to perform required tasks within their job function consistently and at an acceptable level, they may be assigned remedial training as required to ensure employee competency.

**5.1.1** All personnel are monitored via immediate supervision, the Employee Training Needs Assessment Form (Form 66.02), and the Corrective and Preventive Action System. (CAPA)

**5.1.1.1** In the event any employee demonstrates a lack of knowledge, or the skill level required for the position held, immediate supervision may conduct remedial training immediately to the extent required to ensure competency or recommend the appropriate training course from the Course Requirements by Position (Att. 66.03) to be taken for the employee to obtain the knowledge *using the Training Database*.

**5.1.1.2** Remedial training will be documented on the Employee Training *Record* (Form 66.01) *and is kept in the Training Database*.

**5.1.1.2.1** The CAPA system demonstrates to the employee and the management what the root cause of the specific issue is, the immediate solution, and long-term corrective action. The CAPA system is designed to prevent recurrence.

**5.1.1.3** Remedial training will be documented on the Employee Training Record (Form 66.01) and is kept in the Training Database.

**6.0 Records:**

- 6.1** Training Database
- 6.2** Employee Training Record (Form 66.01)
- 6.3** Employee Training Needs Assessment Form (Form 66.02)
- 6.4** Corrective and Preventive Action Database (CAPA)
- 6.5** Course Requirements by Position (Att. 66.03)