

Perform Air International Inc.
Repair Station Training Manual
Section: VIII

Procedure: VIII.02 Repair Station Needs Assessment Procedure

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
I	10/02/24	Revised 5.1, 5.1.2.2, 5.1.3.4, 5.4.1; 6.4; Removed 6.6

1.0 Purpose:

The training program established and maintained by the Training Department ensures all functions within the repair station are reviewed annually to determine the repair station needs.

2.0 Scope:

Position and training requirements for all aspects of Perform Air International Inc.

3.0 Responsibility:

Revision of the Perform Air International Inc. training program is the responsibility of the Training Department. Revision to the training program will be accomplished per the Document and Data Control Procedure (RSTM VIII.01).

It is the responsibility of the Training Department to ensure the repair station needs assessment is conducted at each Management Review. Results will be recorded in the Management Review Meeting Minutes.

4.0 Definitions:

4.1 Management Review Meeting – A review of the organization's Quality Management System, at planned intervals, to ensure its continuing suitability, adequacy, and effectiveness.

4.2 Training Effectiveness – The degree to which specific training objectives are achieved.

4.3 Recurrent Training - Training provided to reinforce initial training or refresher training that may be required by regulatory agencies or Perform Air International Inc. to be accomplished at scheduled intervals.

4.4 Competence – The demonstrated ability to perform the skills or accomplish the tasks associated with the job assignment.

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5.0 Procedure:

5.1 Review of Program:

5.1.1 An executive level evaluation and analysis of the training program occurs at each Management Review Meeting. At the Management Review Meeting, the training program is reviewed for performance effectiveness and any required applicable changes.

5.1.1.1 This process will identify any training that is required within the organization and will review the following:

5.1.1.1.1 The existing personnel's capabilities and the tasks associated with any new or proposed capability additions and their specific work assignments. This is conducted on an on-going basis.

5.1.1.1.2 Any changes to business that may require training.

5.1.1.1.3 All customer specific training requirements.

5.1.1.1.4 The job tasks associated with all personnel to ensure new requirements are identified and addressed for initial or recurrent training.

5.1.2 Once the training needs have been established, a plan for implementation will be determined by the Training Department.

5.1.2.1 Performance review against the previous plan is required at each Management Review, which will be conducted by review of records for training that has been undertaken.

5.1.2.2 All *departments* must report on any requirements for new or revised training needs during the Management Review Meeting.

5.1.3 When identifying overall training needs, the repair station may consider the following:

5.1.3.1 The tasks associated with each position responsible for performing all tasks within Perform Air International Inc.

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- 5.1.3.2 The skills, experience, and training of all new and current employees.
- 5.1.3.3 The introduction of new regulations, procedures, equipment, or recordkeeping requirements.
- 5.1.3.4 Assessments made of employees per the *Employee Performance Review*.

5.2 Recurrent Training:

- 5.2.1 At the Management Review Meeting, the determination of the requirement for recurrent training will be reviewed.
- 5.2.2 Annually, specialized training assessments/needs will be discussed by executive management at the Management Review Meeting.
- 5.2.3 Recurrent training may depend on changes since the initial training was provided or simply to enhance initial training received.
- 5.2.4 Recurrent training may be evaluated whether it is an update to the initial training, or regular basis recurrent training designed to be refresher training.

5.3 Program Revision:

- 5.3.1 The training program may be revised as required per requirements of 14 CFR Section 145 and internal policies and procedures.
 - 5.3.1.1 The training program and Employee Training Needs Assessment process (RSTM VIII.03) ensures training requirements are identified for all personnel within Perform Air International Inc., and ensures individual employees are capable of performing all position tasks competently.
 - 5.3.1.2 The Perform Air International Inc. training program that consists of initial and recurrent training will be provided to the FAA for approval as required per 14 CFR 145.
 - 5.3.1.3 Revision is based on the repair station needs assessment which takes place at the Management Review Meeting, and takes into consideration:

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5.3.1.3.1 The skills, experience, and training of new and current employees.

5.3.1.3.2 Employees being assigned new tasks.

5.3.1.3.3 Employees returning to Perform Air International Inc. after an extended period away.

5.3.1.3.4 New regulations, procedures, equipment or record keeping requirements.

5.3.1.3.5 A change in the nature of basic repair station capability.

5.3.1.3.6 Or the ongoing analysis and need, based on management request to the Training Department for specific training.

5.3.1.4 All revisions to procedures in the Repair Station Training Manual will be conducted in accordance with the Document and Data Control Procedure (RSTM VIII.01).

5.4 Ongoing Repair Station Training Needs Assessment:

5.4.1 Ongoing repair station training needs assessments are identified via the Departmental Capability Self Evaluation.

5.4.1.1 The form requires determination by appropriate departmental management for repair station training needs based upon the new component being evaluated.

5.4.1.1.1 The evaluation is forwarded to executive management for review and approval prior to addition to the capabilities list.

5.4.1.1.2 If approved, all resources required including training needs, will be obtained prior to performance of maintenance / alteration or inspection.

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6.0 Records:

- 6.1** Training Database
- 6.2** Management Review Meeting Minutes
- 6.3** Employee Performance Appraisal Review (Form 62.08)
- 6.4** Departmental Capability Self Evaluation (*Electronic*)
- 6.5** Employee Training Needs Assessment Form (Form 66.02)