

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

**Procedure: VIII.03 Employee Training Needs Assessment Procedure**

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
1	10/02/24	Add 4.3; Removed 5.1.2.2, 5.4.1.1; Revised 5.1.2.1, 5.2.1, 5.2.3, 5.2.6, 5.2.6.3, 5.4.1, 5.4.3, 5.4.2.1, 5.5.5.2.1, 5.6.1

**1.0 Purpose:**

This procedure is designed to determine the necessary competence for personnel performing work affecting product quality, and to ensure all personnel are competent on the basis of appropriate education, training, skills, and experience.

**2.0 Scope:**

To provide Employee Training Needs Assessment for all personnel within Perform Air International Inc.

**3.0 Responsibility:**

The Employee Training Needs Assessment Procedure, including the maintenance of records, is the responsibility of the Training Department.

Specific assessment and analysis of training requirements are the responsibilities of the immediate supervisor of each employee.

**4.0 Definitions:**

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

**4.2 Needs Assessment** - An evaluation to determine the training requirements.

**4.3 Training Database** – *A digital system used to store, manage, and track employee training serving to centralize documented training sessions, certifications, and sign-offs.*

**5.0 Procedure:**

**5.1 Duties and Responsibilities:**

**5.1.1** Each position within Perform Air International Inc. has the duty, responsibility, and authority of that position in the form of a job description.

**5.1.2** The Course Requirements by Position (Att. 66.03) will be used to establish training requirements for the knowledge required to perform the duties that are shared by more than one position in the company.

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**5.1.2.1**     *All personnel are required to be trained in accordance with this manual and per FAA regulatory requirements.*

**5.2     Training Needs:**

**5.2.1**     An Employee Training Needs Assessment Form (Form 66.02) will be completed for all personnel during initial employee indoctrination, *and continuously every 90 days until position requirements are met.*

**5.2.2**     To determine training needs, each employee's abilities will be assessed against the requirements of the job by analyzing the following:

**5.2.2.1     The Job:** Determine the job function and level of expertise as required by the Minimum Training Requirements by Position (Att.66.02) and obtain the skills and knowledge required for the job as stated in the applicable job description.

**5.2.2.2     The Employee:** Evaluate the employee through testing or observation to determine the skills and knowledge possessed. Determine which courses are required per the Course Requirements by Position (Att. 66.03), and OJT needed in order to provide the employee with additional capability to perform the assigned duties and complete an Employee Training Needs Assessment Form (Form 66.02).

**5.2.2.3**     Employee Training Needs Assessment Forms (Form 66.02) will be documented and retained in the Training Database.

**5.2.3     The Training:** After the employee has successfully completed any type of training through any of the following methods as outlined in the Training Methods Procedure (RSTM VIII.04), *the training received will be documented in the Training Database.*

**5.2.3.1**     In- House Training

**5.2.3.2**     Classroom

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- 5.2.3.3 On the Job Training
- 5.2.3.4 Case Studies
- 5.2.3.5 Mentoring
- 5.2.3.6 Self- Study
- 5.2.3.7 Computer Based Training

**5.2.4 Other Training Sources:**

- 5.2.4.1 Original Equipment Manufacturer Training (OEM)
- 5.2.4.2 Federal or State Agencies
- 5.2.4.3 Trade Association Training
- 5.2.4.4 Third Party / Contract Training
- 5.2.4.5 Higher Education

**5.2.5 Employees hired prior to implementation of the Training Program:**

- 5.2.5.1 All employees hired prior to FAA approval of this manual on September 7, 2006 will be grand-fathered regarding this requirement, and are considered as capable of performing their assigned job.

**5.2.6 Assessment *will be* required under the following conditions:**

- 5.2.6.1 New personnel join the company.
- 5.2.6.2 Departmental transfers of current employees.
- 5.2.6.3 Employees returning to work *after a period of 90 days or more* from work, regardless of the reason.
- 5.2.6.4 Change in factors that affect Perform Air International Inc. including the introduction of a new process, method, material, tool, or component model, system or sub component.
- 5.2.6.5 Change in the basic structure of the repair station.

**5.3 Waivers:**

- 5.3.1 Attendance at a training course may be waived if the employee can demonstrate the knowledge and skills necessary to successfully perform assigned tasks, operations will not be impacted, and management approves.

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**Note: No waivers may be provided for mandatory training that is required by a regulatory agency.**

**5.3.1.1** A waiver may be granted under certain conditions. All of the following are required for a waiver to be granted and are documented on a Training Waiver Request Form. (Form 66.03)

**5.3.1.1.1** The respective area manager or executive will submit a completed Training Waiver Request Form (Form 66.03) stating the specific item to be waived. For employees that were employed by Perform Air International Inc. prior to approval of this program, no written request will be required. Each individual employee's current training records will be reviewed by management to determine if that employee qualifies for a waiver.

**5.3.1.1.2** No warranty or work corrections are required for the particular employee.

**5.3.1.1.3** Demonstration of one or more of the following pertaining to the topic for which the waiver is requested to ensure that the employee has the body of knowledge necessary to successfully perform all assigned tasks:

**5.3.1.1.3.1** A passing score on a training course exam.

**5.3.1.1.3.2** An actual demonstration.

**5.3.1.1.3.3** Management approval.

**5.4 Position Qualifications:**

**5.4.1** All employees required to conduct *classroom* training, as an instructor, with the exception of *training management* and/or the developer of the instructional course must:

**5.4.1.1** Have appropriate background for the subject area.

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- 5.4.1.2 Have the ability to impart information on the particular subject matter.
- 5.4.1.3 Attend a training class with a qualified instructor. An Employee Training Record (Form 66.01) may be used to document this instruction.
- 5.4.1.4 Conduct a minimum of one training class under the supervision / observation of a qualified instructor. An Employee Training Record (Form 66.01) may be used to document this instruction.

**5.4.2 Qualifications of employees conducting assessments:**

- 5.4.2.1 All employees required by their job description to conduct an assessment of employees must receive training on how to *assess training needs*.
- 5.4.2.2 Each position within Perform Air International Inc. has qualification requirements listed within the job description. The corresponding manager holding responsibility and authority for that position gives approval of the job description. Minimum standards are verified during the indoctrination process. Waivers for any of the minimum standards must be based on demonstrated ability, competence or review of the employee's previous training records and certificates to ensure the capability of performing assigned tasks.

**5.5 Maintenance and Inspection Personnel:**

- 5.5.1 Personnel performing maintenance release of components are qualified and certified as per 14 CFR requirements.
- 5.5.2 All personnel performing maintenance / alteration or inspection will be evaluated prior to performing the function based on job description for core competency. Initial training needs assessment of new personnel will be conducted as part of the new hire process and recommended training will be scheduled.
- 5.5.3 There are 4 levels of assessment evaluated for maintenance / alteration and inspection personnel. These levels are categorized as follows:

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- 5.5.3.1 Level One:** Per assessment, the individual is **NOT** qualified to conduct maintenance / alteration or inspection but may witness and train with an oversight mechanic / qualified inspector.
- 5.5.3.2 Level Two:** Per assessment, the individual is qualified to conduct maintenance / alteration or inspection with direct supervision and assistance of an oversight mechanic / qualified inspector.
- 5.5.3.3 Level Three:** Per assessment, the individual is qualified to conduct maintenance / alteration or inspection with an oversight mechanic / qualified inspector.
- 5.5.3.4 Level Four:** Per assessment, the individual is qualified to conduct maintenance / alteration or inspection without oversight.

**5.5.4** If qualification is “NO” at any level on the Employee Training Needs Assessment Form (Form 66.02), then the employee must receive additional training in the subject matter. Conduct the necessary training to achieve an acceptable level of competence as determined by the respective departmental manager and reassess the employee.

**5.5.5** All mechanic component experience is recorded in the Training Database. The Planning Department may only assign a component to a mechanic who has had previous documented training on that specific component and has demonstrated competency to perform the required maintenance independently. This authorizes the Planning Department to assign that specific component to the trained mechanic in the future.

**5.5.5.1** If a Lead/Oversight Mechanic determines that any employee demonstrates the inability to perform required tasks consistently at an acceptable level, the Lead/Oversight Mechanic may conduct additional training as required to ensure employees competency.

**5.5.5.2** All training for maintenance and inspection personnel is monitored via immediate supervision, the Corrective and Preventive Action System (CAPA), and the *Training Database*.

**5.5.5.2.1** In the event a maintenance or inspection person does not demonstrate sufficient competency as evidenced by

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warranty acceptance, error identification, etc., the CAPA System will be utilized per the Remedial Training Procedure (RSTM VIII.09). Management personnel may assign additional training as required *through the Training Database*.

**5.5.6** All Non-Certificated Mechanics work under the direction of a Lead/Oversight Mechanic who has experience on the specific component the Non-Certificated Mechanic is working on.

**5.5.6.1** If the Lead/Oversight Mechanic determines that the Non-Certificated Mechanic does not have the skill set to satisfactorily carry out the maintenance operation, the Lead/Oversight Mechanic must conduct training on the component and specific skills the Non-Certificated Mechanic does not have and document the training provided.

**5.6 Training Effectiveness:**

**5.6.1** The effectiveness of the training provided is evaluated on the Employee Training Needs Assessment Form (Form 66.02) to ensure the competency of the employee and sufficient training has been provided. This is based on *examination, either written or practical, after training occurs and will be recorded 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** Training Waiver Request Form (Form 66.03)
- 6.5** Job Descriptions (Located in Section I RSM for Executive positions and Section VI. Attachments by Department for all other positions)
- 6.6** Course Requirements by Position (Att. 66.03)
- 6.7** Minimum Training Requirements by Position (Att. 66.02)