

Perform Air International Inc.
Repair Station Training Manual
Section: VIII
Procedure: VIII.04 Training Methods Procedure

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
I	10/02/24	Revised 5.1.4.4

1.0 Purpose:

To establish and maintain a training program methodology that ensures consistent development of training materials.

2.0 Scope:

All training provided by, or on behalf of Perform Air International Inc.

3.0 Responsibility:

The company President (Accountable Manager) is responsible for approving all training methods. This approval is provided by the Accountable Manager signature on the course syllabus.

Documented revision to the training program is accomplished per the Document and Data Control Procedure. (RSTM VIII.01)

It is the responsibility of the Training Department to determine the requirement for new or revised training methods as required per the Repair Station Needs Assessment Procedure (RSTM VIII.02).

4.0 Definitions:

4.1 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.

4.2 Competence – The 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 Maintenance Personnel – Employees assigned to perform maintenance, preventive maintenance, alteration and inspection functions.

4.5 Mandatory – Those training topics that are required by Perform Air International Inc., FAA Regulations, Customers or other regulatory agencies.

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- 4.6 Certificate** – A document used as evidence of completion of a course of study, or to certify that a person may officially practice a procession or job function.
- 4.7 Demonstrate** – To establish or show by experiments, examples, practical application, explanations or illustrations.
- 4.8 Initial Training** - Training provided based on job description and employee specific background to ensure an employee understands the base job function and is competent to perform the minimal base education / skill level functions.
- 4.9 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.
- 4.10 Qualifications** - The body of knowledge associated with accomplishing the assigned job.
- 4.11 Seminar** – Training by an expert in the field transferring knowledge to the attendees.
- 4.12 Mentor** – An employee who possesses the knowledge of a skill and the ability to transfer knowledge to others.
- 4.13 Training** – Processes for making employees proficient in assigned duties using instruction and/or practice.

5.0 Procedure:

- 5.1** Training methods utilized within Perform Air International Inc. may consist of the following:

- 5.1.1 In-House Training:** This training is conducted by Perform Air International Inc. and includes OJT, case studies, classroom training, mentoring, self-study, remedial training, computer based training and tutoring.

- 5.1.1.1 Classroom:** Perform Air International Inc. provides some of the required training in the form of an established course. These courses take place predominately in a structured lecture environment, but may include on the job training. The emphasis is upon reinforcing or increasing knowledge or skills of the participants, and imparting knowledge from the instructor to the students.

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- 5.1.1.2 On the Job Training:** Training that occurs while the employee is conducting or witnessing the actual work process. The employee will acquire knowledge and skills in an actual work environment via demonstrations and supervised practice with equipment and procedures actually used for the function being trained.
- 5.1.1.3 Case Studies:** Case studies are utilized throughout the system to determine competency and understanding of the employee. Real and/or hypothetical situations are posed to the employee to test their understanding and ability to apply a knowledge or skill.
- 5.1.1.4 Mentoring:** Mentoring is utilized on an ongoing basis so all employees have the availability of a technical mentor available to them for questions as they arise within the Perform Air International Inc. system. This may be a Lead/Oversight Mechanic, management personnel, etc.
- 5.1.1.5 Self-Study:** Perform Air International Inc. utilizes self-study programs. The self-study programs require that course material be studied on one's own through workbook, tape, compact disc, videos, webinars, or newsletters.
- 5.1.1.6 Computer Based Training:** Computer Based Training is interactive training which is used to impart knowledge and teach practical skills at the correct pace for each employee. Computer Based Training can be accomplished at any location and at times that are convenient for both the employee and the company.
- 5.1.2 Other Training Sources:** In the event other training sources are utilized, the training will be evaluated per the Repair Station Needs Assessment Procedure (RSTM VIII.02), and determination of pre-requisite and experience levels will be assessed. The effectiveness of this training may be evaluated through trainee test scores, certifications, or licenses obtained.
- 5.1.2.1 Original Equipment Manufacturer Training (OEM):** Perform Air International Inc. may utilize OEM training. This training is generally related to equipment that has been purchased and is new to the personnel.
- 5.1.2.2 Federal or State Agencies:** Perform Air International Inc. may utilize Federal or State agencies for training.

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5.1.2.3 Trade Association Training: Perform Air International Inc. may utilize trade associations as a source of training. These entities represent certain segments of the aviation or business community and may offer training classes on technical and regulatory subjects.

5.1.2.4 Third Party / Contract Training: Perform Air International Inc. may utilize third party or contract training based on the potential to be a relevant training source. This training may include but is not limited to independent seminars, webinars, computer-based instructions, or classroom instruction.

5.1.3 Higher Education: This may be at any accredited school, and can include community college education, Aviation Maintenance Technician Training Schools or University programs.

5.1.3.1 The higher education does not replace any requirement for the training required within the Perform Air International Inc. Training Program, but may be utilized for consideration when requesting a position change within the company.

5.1.3.2 All assessments required within the training program remain mandatory and are not waived based upon higher education only.

5.1.4 Course submission for approval:

5.1.4.1 All course materials will be presented to the company President (Accountable Manager) for review and approval for instruction.

5.1.4.2 Once approved, the course shall be assigned a Perform Air International Inc. course number by the Training Department.

5.1.4.3 Course numbers will be derived from course content and be assigned in the appropriate alpha-numerical sequential order.

5.1.4.4 All course materials shall be kept *electronically*.

6.0 Records:

6.1 Training Database