

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

Procedure: VIII.05 Indoctrination Training Procedure

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
I	10/02/24	Revised 4.1, 4.3, 5.3.1

1.0 Purpose:

This procedure is designed to ensure all personnel within the repair station have appropriate indoctrination training encompassing the repair stations specific operations and procedures.

2.0 Scope:

Indoctrination training requirements for all employees of Perform Air International Inc.

3.0 Responsibility:

Indoctrination training is required for all personnel and is the responsibility of the Training Department to schedule the training and ensure all personnel have attended.

4.0 Definitions:

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

4.2 Needs Assessment – An evaluation to determine the training requirements for each employee.

4.3 Indoctrination – Training given to all employees systematically to impart core principles of each job description.

5.0 Procedure:

5.1 Duties and Responsibilities: Each position within Perform Air International Inc. has the duties, responsibility, and authority of that position in the form of a job description. Indoctrination is the core training for all personnel at Perform Air International Inc. The scope and depth of the indoctrination training may vary based on the individual's assigned position.

5.2 Training Needs:

5.2.1 Training needs and the level of indoctrination training required for all employees will be assessed against the requirements of the job by analyzing the individual as per the Employee Training Needs Assessment Procedure (RSTM VIII.03).

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5.2.2 Indoctrination training may include aspects of the following:

5.2.2.1 The Quality System Manual (QSM) including quality control processes, particularly those associated with ensuring compliance with maintenance requirements of respective civil aviation authorities, preventive maintenance, and alteration procedures established to show compliance with 14 CFR Part 145, and Part 43.

5.2.2.2 Human Factors (recurrent annually)

5.2.2.3 Hazardous Material Communication

5.2.2.4 Occupational Safety and Health Training

5.2.2.5 ISO 14001, Environmental Management System

5.2.2.6 Facility Safety and Security

5.2.2.7 Computer Systems and Software

5.2.2.8 Drug and Alcohol Awareness for Employees and Supervisors

5.2.2.8.1 Supervisors must attend recurrent drug and alcohol reasonable suspicion training every two years.

5.3 Indoctrination Training Effectiveness:

5.3.1 The effectiveness of the indoctrination training provided is evaluated *on* the Employee Training Needs Assessment Form per the Employee Training Needs Assessment Procedure (RSTM VIII.03). This evaluation is done to ensure the training is sufficient, and to ensure competency of the employee with regard to the basic repair station operation.

5.3.1.1 In the event any part of the training was ineffective as determined by the employee's immediate supervisor, the employee will receive remedial training in those areas per the Remedial Training Procedure. (RSTM VIII.09)

5.3.2 In the event major organizational, regulatory, or computer system change, recurrent indoctrination training will occur regarding the areas change affected.

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6.0 Records:

- 6.1** Training Database
- 6.2** Training Needs Assessment Form (Form 66.02)
- 6.3** Job Descriptions (Located in Section I RSM for Executive positions and Section VI. Attachments by Department for all other positions)