

Perform Air International Inc.
Repair Station Training Manual
Section: VIII
Procedure: VIII.07 Specialized Training Procedure

Revision	Revision Date	Revision Change
N/I	05/21/12	Initial Release/Re-release
I	10/02/24	Revised 5.1.1, 5.2.1; Removed 6.4

1.0 Purpose:

The Training Department ensures all specialized functions are properly trained and documented to maintain competence of all personnel.

2.0 Scope:

To implement specialized training requirements for all aspects of Perform Air International Inc. functions which require specialized instruction.

3.0 Responsibility:

The maintenance of specialized training for Perform Air International Inc. is the responsibility of the Training Department.

It is the responsibility of the department manager to review and assist in the development of all required specialized training, and report to the Training Manager the requirement for new or specialized training.

4.0 Definitions:

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

4.2 Experience – The competency that is gained through participation in activities leading to the accumulation of knowledge, skill or practical wisdom.

4.3 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.

4.4 Training Effectiveness – The degree to which specific training objectives are achieved and the extent to which targeted problems are solved.

4.5 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.

4.6 Maintenance Personnel – Employees assigned to perform maintenance, preventative maintenance, alteration, and inspection functions.

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- 4.7 **Mandatory** – Those training topics that are required by Perform Air International Inc., FAA regulation, customer or other regulatory agencies.
 - 4.8 **On the Job Training (OJT)** – Acquiring knowledge and skills in an actual work environment.
 - 4.9 **Qualifications** – The body of knowledge associated with accomplishing the assigned job.
 - 4.10 **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.
- 5.0 **Procedure:**
- 5.1 **Specialized Training Needs:**
 - 5.1.1 **Determination of Specialized Training Needs:** To determine specialized training needs, each employee who is required to perform specialized processes, (i.e., NDT, Cad Plating, etc.) will be assessed *based upon job descriptions for core competency levels. All personnel performing specialized maintenance or inspection will be evaluated prior to performing those functions.*
 - 5.2 **Initial Training:**
 - 5.2.1 All employees required to perform specialized services must receive initial training prior to performance of *specialized job tasks*.
 - 5.2.2 Certain specialized processes may require both initial and recurrent training. In these cases the requirements will be determined via the specific requirements for those functions.
 - 5.3 **Recurrent Training:**
 - 5.3.1 **Specialized Services:** Annually, specialized training assessments/needs will be discussed by executive management at the Management Review Meeting.

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5.3.2 At the Management Review Meeting, the determination will be made if additional recurrent training is required with regard to specialized training.

5.3.2.1 Recurrent training will depend on changes since initial training or be provided simply to enhance initial training already provided as required in the review.

6.0 Records:

6.1 Training Database

6.2 Management Review Meeting Minutes

6.3 Job Descriptions (Located in Section I RSM for Executive positions and Section VI. Attachments by Department for all other positions)