

**Perform Air International Inc.
Minimum Training Requirements**

<u>Department</u>	<u>Attachment Number</u>	<u>Job Description</u>	<u>Education</u>	<u>Experience</u>	<u>Training Requirement</u>	<u>Mandatory Training Hours</u>
52 Administrative	RSM I.15 Att 52.01	President / Accountable Manager	BA <u>or</u> BS Degree plus <u>one</u> of the following Experience or Training requirements fulfilled.	Five years management experience at an executive level.	Five years in-house employment and documented training records of at least 150 hours.	36.0
	Att 52.15	Executive Administrative Assistant	High School completion and <u>either</u> of the Experience <u>or</u> Training requirements fulfilled.	One-year employment in an administrative assistant role.	One-year in-house employment, and documented training records of at least 50 hours within an administrative position.	11.5
53 Accounting	Att 53.01	Accounting Manager	High School completion or equivalent plus <u>one</u> of the following Experience and Training requirement fulfilled.	Two years management experience with responsibility for an Accounting Department.	Two years in house employment, and documented training records of at least 50 hours.	36.0
	Att 53.03	Accounts Payables Supervisor	High School completion or equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years experience in an Accounting / Credit / Accounts Receivables position.	Training records of at least 50 hours.	36.0
	Att 53.04	Credit / Collection Supervisor	High School completion or equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years experience in an Accounting / Credit / Accounts Receivables position.	Training records of at least 50 hours.	36.0
	Att 53.05	Accounting Clerk	High School completion or equivalent <u>or</u> High School internship.	This is an entry level position.	Training records with of at least 50 hours.	10.0
	Att 53.07	Director of Accounting	High School completion or equivalent plus <u>one</u> of the following Experience and Training requirements fulfilled.	Two years management experience with responsibility for an Accounting Department.	Two years in house employment, and documented training records of at least 50 hours.	36.0
54 Purchasing	Att 54.01	Purchasing Manager	BA <u>or</u> BS Degree <u>or</u> high school completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Five years management experience with responsibility for a Purchasing Department.	Two years in-house employment, and documented training records of at least 50 hours.	39.0
	Att 54.02	Purchasing Clerk	High School completion or equivalent <u>for</u> high school internship.	This is an entry level position.	Training records of at least 50 hours.	10.0
	Att 54.03	Buyer	High School completion <u>or</u> equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	One year experience in a purchasing or customer service role.	One year in-house employment, and documented training records of at least 50 hours.	12.0
	Att 54.04	Senior Buyer	High School completion <u>or</u> equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years purchasing experience with an Aviation company.	Two years in house employment, and documented training records of at least 100 hours.	12.5
	Att 54.05	Outside Service Repair Administrator	High School completion <u>or</u> equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	One year experience in a purchasing or customer service role.	One year in-house employment and documented training records of at least 50 hour.	12.5

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55 Operations	RSM I.15 Att 55.01	Executive Vice President of Operations	A&P License and one of the following:	Five years management experience with responsibility of an Operations Department.	Five years in house employment, and documented training records of at least 100 hours.	35.0
	Att 55.03	Certificated Mechanic	A&P License and one of the following:	One year experience within an Operations, Quality or Maintenance Department.	One year in-house employment, and documented training records of at least 100 hours.	11.5
	Att 55.04	Director of Operations	A&P License or Repairman Certificate plus one of the following Experience and Training requirements fulfilled:	Three years experience within the Operations, Quality or Maintenance Department	Three years in-house employment, and documented training records of at least 100 hours.	35.0
	Att 55.05	Non-Certificated Mechanic	High School Completion plus one of the following Experience or Training Requirements fulfilled.	One year experience within an Operations, Quality or Maintenance Department.	One year in-house employment, and documented training records of at least 100 hours.	10.0
	Att 55.07	Maintenance Supervisor	A&P License or Repairman Certification, plus one of the following:	One year experience within an Operations, Quality or Maintenance Department.	One year in-house employment, and documented training records of at least 100 hours.	15.5
	Att 55.08	Maintenance Manager	A&P License or Repairman Certificate plus one of the following Experience and Training requirements fulfilled:	Three years experience within the Operations, Quality or Maintenance Department.	Three years in house employment, and documented training records of at least 100 hours.	35.0
	Att 55.09	Metrologist	Trained in use of calibration equipment plus one of the following Experience or Training Requirements fulfilled.	Two years of documented Calibration experience.	Two years in house employment, and documented calibration experience of at least 100 hours.	35.0
	Att 55.10	NDT (Non-Destructive Testing) Inspector	A&P License or Repairman Certificate and the following experience and training.	Formal Training conducted by Level III NDT Inspector, or Level II NDT Inspector.	Documented training records of at least 50 hours.	10.0
56 Warehouse	Att 56.02	Senior Material Handling Manager	BA or BS or high school completion plus one of the following:	Two years management experience with responsibility in a Warehousing or Materials Handling position.	Two years in-house employment, and documented training of at least 100 hours.	35.5
	Att 56.03	Warehouse Manager	High School completion plus one of the following Experience or Training.	Two years experience in a Warehouse / Shipping / Receiving position.	Training records of at least 50 hours.	35.5
	Att 56.04	Warehouse Clerk	High School completion plus one of the following Experience or Training.	One year experience in a Warehouse position.	Training records of at least 50 hours.	10.5

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57 Sales & Marketing	Att 57.02	Regional Sales Manager	High School completion or equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Five years sales experience within the Aviation Industry.	Two years in house employment, and documented training records of at least 100 hours.	11.0
	Att 57.03	Executive Vice President of Sales / Marketing	BA <u>or</u> BS Degree <u>or</u> high school completion plus <u>one</u> of the following Experience <u>or</u> Training.	Five years' management experience with responsibility for the Sales or Marketing Department.	Two years in-house employment, and training records of at least 100 hours.	35.0
	Att 57.05	Building Custodian	High School completion or equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two (2) years previous custodial experience in a business environment.	Documented training records of at least 50 hours.	10.0
	Att 57.06	Sales Representative	High School completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Entry level position	Documented training records of at least 50 hours.	10.0
58 Supply Chain	Att 58.02	Executive Vice President of Supply Chain Management	BA <u>or</u> BS <u>or</u> high school completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Five years management experience with responsibility in a Purchasing or Materials Control position.	Two years in-house employment, and documented training records of at least 100 hours.	35.5
	Att 58.03	Director of Supply Chain Management	BA <u>or</u> BS <u>or</u> high school completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years management experience with responsibility in a Purchasing or Materials Control position.	Two years in-house employment, and documented training records of at least 100 hours.	35.5
	Att 58.04	Materials Control Manager	BA <u>or</u> BS degree <u>or</u> high school completion or equivalent plus <u>one</u> of the following experience or training requirements.	Two years purchasing experience with an Aviation company.	Two years in house employment, and documented training records of at least 100 hours.	35.0
	Att 58.05	Expeditor	High School completion plus <u>one</u> of the following requirements fulfilled.	One year experience in a clerical or customer service position.	Documented training records of at least 50 hours.	10.0
	Att 58.07	Materials Control Clerk	High School completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	One year experience in a clerical or customer service position.	Documented training records of at least 50 hours.	10.0

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59 Information Technology	Att 59.02	Technical Support Technician (Level 1)	High School completion plus <u>one</u> of the following requirements fulfilled.	1 year experience in a technical environment.	Documented training records of at least 50 hours.	10.0
	Att 59.03	Technical Support Technician (Level 2)	High School diploma, or equivalent, and A+ certification, as well as <u>one</u> of the following:	One year experience in a Computer Support Technician position.	Documented training records of at least 50 hours.	10.0
	Att 59.06	Director of Information Technology	Bachelor's Degree in a relevant field, as well as <u>one</u> of the following:	At least 10 years' experience in Information Technology	At least 100 hours documented training in the Information Technology Department.	35.0
	Att 59.07	Systems Administrator	Associate's Degree plus <u>one</u> of the following:	Three years' experience in a Computer Support Technician position.	At least 200 hours documented training in the Information Technology Department.	11.5
	Att 59.15	Information Technology Manager	Bachelor's Degree <u>or</u> Associates Degree in a relevant field, as well as <u>one</u> of the following:	At least five years' experience in Information Technology.	At least 25 hours documented training in the Information Technology Department.	35.0
60 Quality Control	Att 60.01	Quality Control Coordinator	BA/BS <u>or</u> high school completion plus one of the following experience or training requirements fulfilled.	1 year within the industry in a Quality position.	Documented training records of at least 50 hours.	10.5
	Att 60.04	Director of Quality	A&P License <u>or</u> Repairman Certificate and <u>one</u> of the following experience and training.	Five years of management experience with oversight and responsibility of a Part 145 Repair Station Quality Department <u>or</u> :	Documented training records of at least 150 hours.	42.5
	Att 60.06	Quality Control Inspector	A&P License <u>or</u> Repairman Certificate and one of the following experience and training.	Two years aviation maintenance experience or two years Quality Control experience in Aviation or NDT.	Two years in house employment and documented component overhaul training records of at least 100 hours.	20.0
	Att 60.08	Quality Control Manager	Certificated Airmen plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years management inspection experience with an Aviation Quality Department.	Five years in house employment and documented training records of at least 150 hours.	42.5

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61 Customer Support	Att 61.01	Customer Support Manager	High School completion or equivalent plus one of the following Experience or Training requirements fulfilled.	Two years experience as a Customer Service Representative.	Two years in-house employment, and documented training records of at least 50 hours.	43.0
	Att 61.02	Customer Support Clerk	High School completion or equivalent <u>or</u> high school internship.	This is an entry level position.	Documented training records of at least 50 hours.	10.0
	Att 61.04	Customer Support Representative	High School completion <u>or</u> equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years experience in a Customer Support position.	Documented training records of at least 50 hours.	18.0
	Att 61.05	Director of Customer Support	BA <u>or</u> BS Degree <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Four years experience as a Customer Support Manager.	Two years in-house employment, and documented training records of at least 150 hours.	43.0
	Att 61.06	Senior Customer Support Representative	High School completion <u>or</u> equivalent plus <u>one</u> of the following Experience or Training requirements fulfilled.	Four years experience in a Customer Support position.	Documented training records of at least 100 hours.	21.0
62 Human Resources	Att 62.01	Human Resources Manager	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Two years experience as in a Human Resources Management position.	Documented training records of at least 100 hours.	36.0
	Att 62.06	Director of Human Resources	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Four years experience in a Human Resource Management position.	Documented training records of at least 200 hours.	36.0
	Att 62.09	Human Resources Generalist	BS, BA, Degree or high school completion plus the following experience.	Two years' leadership experience in a Human Resources position.	Documented training records of at least 100 hours.	11.5

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63 Quality Assurance	Att 63.01	Quality Assurance Clerical	High School completion <u>or</u> equivalent <u>or</u> high school internship plus <u>one</u> of the following.	One year clerical experience	Documented training records of at least 50 hours.	10.0
	Att 63.02	Quality Assurance Manager	A&P or high school completion or equivalent plus the following Experience <u>or</u> Training requirements fulfilled.	Five years management experience for an Aviation Quality Department.	Five Years Employment and Documented training records of at least 100 hours.	35.0
	Att 63.05	Records Coordinator	High School completion <u>or</u> equivalent <u>or</u> high school internship plus <u>one</u> of the following.	One year experience within a Records position.	Documented training records of at least 50 hours.	10.0
	Att 63.10	Management Representative	See President RSM I.15, 52.01 Requirements	See President RSM I.15, 52.01 Requirements	See President RSM I.15, 52.01 Requirements	34.5
64 Planning	Att 64.01	Planning Supervisor	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Two years within the industry <u>or</u> previous supervisory experience with an emphasis on scheduling.	Two years in house employment and Documented training records of at least 50 hours.	15.0
	Att 64.03	Planning Clerk	High School completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years within the industry or previous planning experience	Documented training records of at least 50 hours.	10.5

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65 Machine & Manufacturing Shop	Att 65.02	Machinist	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the Experience or Training requirements fulfilled:	Two years experience within a Machine Shop or Machine Line Support Shop.	Documented training records of at least 100 hours.	12.0
	Att 65.04	Director of Manufacturing/Machine Shop	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the Experience or Training requirements fulfilled:	Two years management experience with responsibility in a manufacturing position.	Two years in house employment plus Documented training records of at least 50 hours.	36.0
	Att 65.05	Graphics Production Manager	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Two years experience within a laser engraving/cutting work environment.	Two years employment plus Documented training records of at least 100 hours.	18.0
	Att 65.06	Machine Shop Manager	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Two years management experience with responsibility in a manufacturing position.	Two years employment plus Documented training records of at least 50 hours.	18.0
	Att 65.07	Machine Shop Supervisor	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the following experience or training.	Two years management experience with responsibility in a manufacturing position.	Two years employment plus Documented training records of at least 50 hours.	18.0
66 Training	Att 66.04	Training Manager	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following requirements fulfilled.	Two years experience in a Training position.	Two years in house employment plus Documented training records of at least 100 hours.	35.0
	Att 66.05	Emergency Responder	CPR and Basic First Aid Certification	N/A	Training records demonstrating CPR and Basic First Aid course certification. (Must be re-certified as required)	3.5
	Att 66.07	Technical Training Supervisor	A&P or Repairman <u>or</u> high school completion plus <u>one</u> of the following requirements fulfilled.	Five years experience within an Operations, Quality or Maintenance Function	Two years in house employment plus Documented training records of at least 100 hours.	34.5
	Att 66.08	Director of Training	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following requirements fulfilled.	Two years experience in a Training Management position	Two years in house employment plus Documented training records of at least 150 hours.	35.0
	Att 66.09	Sr Training Manager	BS, BA, AA Degree <u>or</u> high school completion plus <u>one</u> of the following requirements fulfilled.	Two years experience in a Training position.	Two years in house employment plus Documented training records of at least 100 hours.	35.0

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67 Engineering	RSM I.15 Att 67.01	Executive Vice President Engineering	BS, BA, AA Degree plus <u>one</u> of the Experience or Training requirements fulfilled.	Five years Management experience with an Operations, Maintenance or Engineering Department.	Two years in house employment plus Documented training records of at least 100 hours.	42.0
	Att 67.03	Engineer	Aeronautical <u>or</u> Aerospace Engineering degree <u>or</u> high school completion plus <u>one</u> of the Experience or Training requirements fulfilled.	Two years engineering experience with an Aviation company.	Two years in house employment plus Documented training records of at least 100 hours.	10.0
	Att 67.06	Engineering Technician	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the Experience or Training requirements fulfilled:	Two years experience with an Operations, Maintenance or Engineering Department	Two years in house employment plus Documented training records of at least 100 hours.	10.0
	Att 67.07	Engineering Technician Associate	A&P License <u>or</u> Repairman <u>or</u> high school completion plus <u>one</u> of the Experience or Training requirements fulfilled:	Two years experience with an Operations, Maintenance or Engineering Department	Two years in house employment plus Documented training records of at least 50 hours.	10.0
	Att 67.10	Engineering Manager	BS, BA, AA Degree plus <u>one</u> of the Experience or Training requirements fulfilled.	Entry level position	One-year in house employment and training records with management of at least 50	10.0
68 Shipping & Receiving	Att 68.01	Shipping / Receiving Manager	BA <u>or</u> BS Degree <u>or</u> high school completion plus one of the following Experience or Training requirements.	Two years experience in Shipping / Receiving Management position.	Documented training records of at least 100 hours.	37.5
	Att 68.02	Shipping / Receiving Coordinator	High School completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	Two years experience in a Shipping / Receiving position.	Documented training records of at least 50 hours.	10.5
	Att 68.03	Shipping / Receiving Clerk	High School completion plus <u>one</u> of the following Experience or Training requirements fulfilled.	One year experience in a Shipping / Receiving position.	Documented training records of at least 50 hours.	10.5

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69 Software Development	Att 69.02	Executive Vice President Information Systems	BS <u>or</u> BA degree in a technical discipline plus <u>one</u> of the following Experience and Training requirements.	Five years management experience with responsibility for an Information Technology or Development Team	Documented training records of at least 100 hours.	100.0
	Att 69.03	Junior Business Analyst	High School Diploma or Equivalent	Two years experience in Informantion Technology, with at least one year in Software Development.	Documented training records of at least 50 hours.	50.0
	Att 69.08	Software Development Intern I	Attending a four-year college degree program in Computer Science, or similar.	Internship no experience required	Documented training records of at least 100 hours.	10.0
	Att 69.09	Software Development Intern II	Attending a four-year college degree program in Computer Science, or similar.	Internship no experience required	Documented training records of at least 100 hours.	10.0
	Att 69.11	Software Developer I	BS <u>or</u> BA degree in a technical discipline or high school completion plus <u>one</u> of the following Experience and Training requirements.	One year experience in a comanay environment writing or testing Code.	Documented training records of at least 100 hours.	50.0
	Att 69.12	Software Developer II	BS <u>or</u> BA degree in a technical discipline or high school completion plus <u>one</u> of the following Experience and Training requirements.	Five years experience in a comanay environment writing or testing Code.	Documented training records of at least 100 hours.	100.0
	Att 69.13	Software Developer III	BS <u>or</u> BA degree in a technical discipline or high school completion plus <u>one</u> of the following Experience and Training requirements.	Eight years experience in a comanay environment writing or testing Code.	Documented training records of at least 150 hours.	100.0
	Att 69.14	Software Development Manager	BS <u>or</u> BA degree in a technical discipline or high school completion plus <u>one</u> of the following Experience and Training requirements.	Fifteen years experience in a comanay environment writing or testing Code.	Documented training records of at least 250 hours.	100.0

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70 Internal Evaluation	Att 70.03	Internal Evaluation Department (IED) Manager	A&P License or BS Degree or high school completion plus one of the following Experience or Training requirements.	Internal auditing experience or Maintenance related position in Aviation.	Documented training records of at least 100 hours.	35.0
	Att 70.04	SMS Coordinator	A&P License or BS Degree or high school completion plus one of the following Experience or Training requirements.	2 years' experience in an Operational Safety/Marketing/Quality or relative industry role.	Documented training records of at least 100 hours.	10.0
71 Military Programs	Att 71.01	Maintenance Manager Mil. Prgms.	A&P License or Repairman Certificate plus one of the following Experience and Training requirements fulfilled:	Three years experience within the Operations, Quality or Maintenance Department.	Three years in house employment, and documented training records of at least 100 hours.	35.0
	Att 71.02	Government Programs Coordinator / Technical Writer	High School diploma or equivalent plus one of the following Experience or Training Requirements.	Minimum 2 years Military service and six (6) months Technical Writing experience is preferred.	A minimum of 250 hours of maintenance training/experience. A minimum of 40 hours in training specific to the Technical Writer Position as assigned by the Training Department.	10.0