

	<b>Perform Air International Inc.</b> <b>CAAC Training Program Manual</b>	Revision: 3 Issue Date: 15 Dec 2023
<b>Record of Revision</b>		

### RECORD OF REVISION

Retain this record with the CAAC Supplement. Upon receipt of revisions insert revised pages in the Supplement and enter the revision number, revision date, insertion date, and the initials of the person incorporating the revision, in the appropriate blocks.

Rev. No.	Rev. Date	Issued By	Remarks	Date	Inserted By
1	1/20/2014		CAAC Supplement based on AC-145-13R1 (English Version)	01/20/2014	
2	5/31/2017		Revised for Title Changes	5/31/2017	
3	12/15/2023		Revised Sect. 1, Removal of Name & Title, Sec. 2.2	12/15/2023	

**Authorization by President/ Accountable Manager:**

  
\_\_\_\_\_  
Cindy McGown

Date 15 Dec 2023



**Section VIII**  
**Repair Station Training Manual**

**FAA Repair Station Certificate # IS3R590L**

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## **Introduction:**

This Supplement will be considered the CAAC Training Program Manual for Perform Air International Inc.'s operation as a CAAC-Approved Repair Station.

This Supplement, in conjunction with the accepted FAA FAR-145 Repair Station Manual and the approved FAA Repair Station Training Manual is prepared to conform to CCAR-145 *as revised* and requirements for CAAC-HQ's approval of this FAA Repair Station IS3R590L to maintain the components of the commercially operated aircraft under the regulatory control of the CAAC Member Authorities. This Supplement will ensure this Repair Station training program operates in accordance with the Unilateral Acceptance or Bilateral Agreement, as appropriate, and identify the differences from the FAA/CAAC requirements that need to be taken into account.

In addition to the above conditions, CAAC staff will be allowed access to the Repair Station for the purpose of ascertaining compliance with the procedures and standards and to investigate specific problems.

### **1. Accountable Manager Commitment Statement:**

The Accountable Manager, Cindy McGown, *declares that the MMM and the WPM has been verified to comply with the requirements of this regulation and hereby pledges that the Repair Station will comply with the conditions specified by CCAR 145-R4 and AC-145-13-R1 and will assume full responsibility to accept the consequences of failing to meet requirements or standards.*

This Supplement defines, in conjunction with the approved FAA Repair Station Quality Management System Operations Manual, the organization and procedures upon which CAAC acceptance is based. These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work/orders are being processed under the conditions of the interim *FAA and CAAC bilateral agreement verification and FAR Part 43 and Part 145 of title 14 of the Code of Federal Regulations (CFR)*. It is accepted that the Repair Station's procedures do not override the necessity of complying with any additional requirements formally published by the CAAC and notified to this Repair Station from time to time.

It is further understood that the CAAC will list this Repair Station in a formal CAAC Publication whilst the CAAC is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CAAC reserves the right to remove the Repair Station from the formal CAAC publication if the CAAC considers that procedures are not followed, or standards not upheld.

Signed,  for and on behalf of Perform Air International Inc.

## **2. Revision and Distribution:**

### 2.1 Revision of the Manual

The amendments will be prepared to conform to the latest CCAR-145 requirements as required. The amendment will also be prepared to reflect the latest change in the operation of the Repair Station deemed necessary to revise this Supplement as per RSM I.10 Procedure for Document and Data Control located in the Perform Air International Inc. Quality System Manual.

### 2.2 Revision Responsibility

Cindy McGown (President), Mark Davis (Executive Vice President Operations) will be responsible for amendment action and submission of such to CAAC-HQ for acceptance.

A Master copy of this CAAC Supplement will be maintained by the Quality Assurance Department and will contain the original approval page. An electronic un-editable copy will be available to all employees of Perform Air International Inc.

## **3. Training Management Policy:**

Perform Air International Inc.'s strategic workforce management goals include recruiting, hiring, *training*, developing and retaining a diverse workforce with the competencies necessary to accomplish repair and overhaul services for Chinese customers; creating a responsive, high-performance, safety culture; and, promoting knowledge-sharing, continuous learning and improvement, and a climate of open communications.

In order to accomplish these goals, it is Perform Air International Inc. policy to make learning opportunities widely available to employees to enhance individual capabilities and competencies; build and retain a diverse, skilled and effective workforce; increase opportunities for inclusion; improve organizational performance; maintain professional, technical and management proficiency, and comply with all CAAC regulatory requirements.



#### **4. Training Management Duty:**

Maintenance and implementation of the training program is the responsibility of the Training Manager. Please reference RSM I.06 Training Program Procedure.

#### **5. Training Course Source:**

Course material sources are addressed in Perform Air International Inc. Attachments Att.66.01 Training Program Offerings.

#### **6. Training Needs Analysis:**

Training needs assessment procedures are contained in RSTM VIII.02 Repair Station Needs Assessment Procedure and RSTM VIII.03 Employee Training Needs Assessment.

#### **7. Training Course Development:**

Course development procedures are contained in RSTM VIII.04 Training Methods Procedure, RSM I.06 Training Program.

#### **8. Training Instructor Management:**

Training Instructor Management is addressed in RSTM VIII.03 Employee Training Needs Assessment.

#### **9. Training Plans and Implementation:**

Training Plans and Implementation is addressed in RSTM VIII.04 Training Methods Procedure and Attachment Att.66.03 Course Requirements by Position.

#### **10. Training Documents and Records:**

Training Documents and Records are addressed in RSTM VIII.10 Training Documentation.

#### **11. Training Course Assessment:**

Training Course Assessment is addressed in RSTM VIII.04 Training Methods Procedure and RSM I.06.