

Aircraft Electronics Association Indoctrination Training Recommendations

CFR requirements

Particular focus on repair station maintenance functions and authority as reflected on the certificate and operations specifications.

- 14 CFR Part 1
- 14 CFR Part 21 (general overview)
- 14 CFR Part 43
- 14 CFR Part 45
- 14 CFR Part 91/121/129/135 (maintenance regulations as appropriate)
- 14 CFR Part 145

Company manuals, policies, procedures, and practices

- Repair Station Ratings (defines Ratings)
- Repair Station Operation Specifications and Limitations (defines limitation of the ratings)
- Repair Station Capabilities (defines products to be worked on)

Repair Station Manual

Review:

- The organizational chart
- The certificated repair station's operations, including the housing, facilities, equipment, and materials (14 CFR Part 145 Subpart C);
 - Including Satellite repair stations (§ 145.107)
 - Availability and location of maintenance manuals and other required data (§ 145.109)
- Procedures to govern work performed at another location (§ 145.203);
- Procedures for maintenance, preventive maintenance, or alterations performed for an air carrier (§ 145.205),
- The required records and the recordkeeping system used to obtain, store, and retrieve the required records;
- The system used to identify and control sections of the repair station manual and revisions.

Repair Station Quality Manual

Review:

- The procedures for inspecting incoming raw materials (parts, supplies, materials, etc.);
- The procedures for performing preliminary inspection of all articles;
- The procedures for performing a hidden damage inspection;

- The procedures for maintaining proficiency of inspection personnel;
- The procedures for establishing, maintaining and evaluating the currency of technical data;
- The procedures for verifying the calibration of measuring and test equipment used in maintaining articles;
- The procedures for taking corrective action on deficiencies;
- The procedures for performing final inspection and return to service of maintained articles;
- A review of the inspection and maintenance forms used by the repair station and the instructions for completing each form;
- The procedures for revising the quality control manual and identifying how revisions are documented;

Repair Station Training Program

Review:

- The RSTP recordkeeping requirements.
- The technician's limitations.

Repair Station Drug and Alcohol

Review:

- The Repair Station D & A program
- The required D & A training (?)

Maintenance Human Factors

Review:

- Company procedures for fatigue management procedures.
- Company procedures for managing the working environment (lighting, heat, cold, dust/dirt, etc.)
- Company procedures for stress management.

General occupational training

- Company Policies/Employee handbook
- Department of Transportation - Transportation of Hazardous Material requirements,
- Occupational Safety and Health Administration (OSHA) general industry requirements
- Environmental Protection Agency (EPA) hazardous materials/hazardous waste requirements
- Any other local, state, and federal laws requiring training for different categories of employees.

Aircraft Electronics Association Indoctrination Training Form

Employee Name	Title/Position	Date of Hire

Date Indoctrination Training Completed:	Accountable Manager:

CFR requirements:

Particular focus on repair station maintenance functions and authority as reflected on the certificate and operations specifications.

Date Completed	Subject	Instructor
	14 CFR Part 1	
	14 CFR Part 21 (general overview)	
	14 CFR Part 43	
	14 CFR Part 45	
	14 CFR Part 91/121/129/135 (maintenance regulations as appropriate)	
	14 CFR Part 145	

Company manuals, policies, procedures, and practices:

Date Completed	Subject	Instructor
	Repair Station Ratings (Defines Ratings)	
	Repair Station Operation Specifications and Limitations (Defines limitation of the ratings)	

	Repair Station Capabilities (defines products to be worked on)	
	Company Policies / Employee handbook	
	Computer systems and software as applicable for Repair Station's maintenance procedures	

Repair Station Manual:

Date Completed	Subject	Instructor
	The organizational chart	
	The certificated repair station's operations, including the housing, facilities, equipment, and materials (14 CFR Part 145 Subpart C); Including Satellite repair stations (§ 145.107) Availability and location of maintenance manuals and other required data (§ 145.109)	
	Procedures to govern work performed at another location (§ 145.203);	
	Procedures for maintenance, preventive maintenance, or alterations performed for an air carrier (§ 145.205),	
	The required records and the recordkeeping system used to obtain, store, and retrieve the required records;	

	The system used to identify and control sections of the repair station manual and revisions.	
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Repair Station Quality Manual:

Date Completed	Subject	Instructor
	The procedures for inspecting incoming raw materials (parts, supplies, materials, etc.);	
	The procedures for performing preliminary inspection of all articles;	
	The procedures for performing a hidden damage inspection;	
	The procedures for maintaining proficiency of inspection personnel;	
	The procedures for establishing, maintaining and evaluating the currency of technical data;	
	The procedures for verifying the calibration of measuring and test equipment used in maintaining articles;	
	The procedures for taking corrective action on deficiencies;	
	The procedures for performing final inspection and return to service of maintained articles;	
	A review of the inspection and maintenance forms used by the repair station and the instructions for completing each form;	

	The procedures for revising the quality control manual and identifying how revisions are documented;	

Repair Station Training Program:

Date	Subject	Instructor
	Scope and purpose of the Repair Station Training Program	
	The RSTP recordkeeping requirements.	
	The technician's limitations	

Repair Station Drug and Alcohol:

Date	Subject	Instructor
	The Scope and purpose of the Repair Station D & A program	
	The required D & A training.	

Maintenance human factors:

Date	Subject	Instructor
	The Scope and purpose of Maintenance Human Factors	
	Company procedures for fatigue management procedures.	

	Company procedures for managing the working environment (lighting, heat, cold, dust/dirt, etc.)	
	Company procedures for stress management.	

General occupational training:

Date	Subject	Instructor
	Department of Transportation - Transportation of Hazardous Material requirements,	
	Repair Station Security	
	Occupational Safety and Health Administration (OSHA) general industry requirements	
	Environmental Protection Agency (EPA) hazardous materials/hazardous waste requirements,	
	Any other local, state, and federal laws requiring training for different categories of employees.	