The purpose of the needs assessment is to determine if the technician is capable and/or qualified to perform the task assigned. (§145.163)

The needs assessment is based on the following assumption:

1. A certificated mechanic may perform or supervise the maintenance, preventive maintenance or alteration of an aircraft or appliance, or a part thereof, for which he is rated (but excluding major repairs to, and major alterations of, propellers, and any repair to, or alteration of, instruments), and may perform additional duties in accordance with §§ 65.85, 65.87, and 65.95. (§ 65.81)

2. A certificated mechanic may not supervise the maintenance, preventive maintenance, or alteration of, or approve and return to service, any aircraft or appliance, or part thereof, for which he is rated unless he has satisfactorily performed the work concerned at an earlier date.

3. A certificated repairman may perform or supervise the maintenance, preventive maintenance, or alteration of aircraft or aircraft components appropriate to the job for which the repairman was employed and certificated, but only in connection with duties for the certificate holder by whom the repairman was employed and recommended. (§ 65.103)

4. A repair station supervisor must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations. (§ 145.153)

For the purposes of the Needs Assessment, a task is defined as the highest level maintenance operation that can be supervised by a single person.

The section (§) number following the paragraphs cite Federal Aviation Regulations which support the assumptions in this needs assessment.
Needs Assessment for a Certificated Technician

Repair Stations Needs

What is the task assigned?

Technician Qualifications

Is the technician a certificated Airframe and/or Powerplant mechanic? (§65.81)

Is the technician a certificated repairman? (§65.103)

Gap

For an A & P or Repairman: are they supervising the task? Are they approving for return to service the article?

If Yes: Do you have a record which shows that the technician has done the task (or a similar task with similar technology) before under the supervision of a qualified person?

If Yes: go do the job.

If No: If he has not so performed that work at an earlier date, he may show his ability to do it by performing it to the satisfaction of the Administrator or under the direct supervision of a certificated and appropriately rated mechanic, or a certificated repairman, who has had previous experience in the specific operation concerned. (§65.81)
### Needs Assessment Form (Certificated Technician)

<table>
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<tr>
<th>Employee Name</th>
<th>Title/Position</th>
<th>Date of Assessment</th>
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#### Repair Stations Needs

**What is the task to be performed?**

#### Technician Qualifications

**Is the A & P / Repairman rated to perform the assigned task?**

*If Yes:* Continue:

*If No:* the A & P or Repairman may not supervise the maintenance task or return the article to service. The A & P or Repairman may be qualified as a non-certificated person to perform the assigned task.

**Is the technician a certificated Airframe and/or Powerplant mechanic? (§65.81)**

**Is the technician a certificated repairman? (§65.103)**

**For an A & P or Repairman: are they supervising the task? Are they approving the article for return to service?**

#### Gap Analysis

*If Yes:* Do you have a record which shows that the technician has done the task (or a similar task with similar technology) before under the supervision of a qualified person?

*If Yes:* go do the task.

*If No:* If the technician has not performed the task at an earlier date, he may show his ability to do it by performing it to the satisfaction of the Administrator or under the direct supervision of a certificated and appropriately rated mechanic, or a certificated repairman, who has had previous experience in the specific operation concerned. (§65.81).
Needs Assessment for a Non-Certificated Technician

Is the non-certificated technician working unsupervised?

**If No:** They must work under the supervision of a certificated-qualified person. The work performed may be considered On-the-Job Training (OJT). Record the maintenance task as (OJT).

**If Yes:** Do you have a record to show the technician is familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations on this equipment? (§ 145.153)

If you do not have a record to show that the person is qualified they may not work unsupervised.
Needs Assessment Form (Non - Certificated Technician)

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<tr>
<th>Employee Name</th>
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**Repair Stations Needs**

What is the task to be performed?  

**Technician Qualifications**

Is the non-certified technician working unsupervised?  

If Yes: Do you have a record to show the technician is familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations on this equipment? (§ 145.153)

If you do not have a record to show that the person is qualified they may not work unsupervised.

If No: They must work under the supervision of a certificated -qualified person. The work performed may be considered On-the-Job Training (OJT). Record the maintenance task as (OJT).