



Jett Pro Line Maintenance

Training Program Manual



Training Program Manual

TPM - Revision Highlight Page

Revision Date: 12/07/09
Revision Number: 5 December 09

This revision highlight page provides a quick reference to the latest manual revisions.

<u>SECTION</u>	<u>REMOVED</u>	<u>INSERTED</u>	<u>REMARKS</u>
Highlight page	n/a	Rev 4 3/09	<u>Self explanatory</u>
3	Rev 4 3/09	Rev 5 12/09	<ol style="list-style-type: none"> 1. Changed title of Safety Training to Annual Training. Sect 3 pg 5 2. Added Harassment Prevention training 3.4.13 pgs 12, 14, 15 3. Clarified who receives annual training 3.6.1 pg 12 4. Added Harassment Prevention training (video) to annual training requirements 3.6.1.7 pg 12 5. Added Drugs & Alcohol training to Indoc training syllabus pg 15 6. Added Harassment Prevention to the Indoc Training syllabus pg 15.
5	Rev 4 3/09	Rev 5 12/09	<ol style="list-style-type: none"> 1. Updated example of the Trgn Matrix (example 1) pg 19. 2. Added explanation of any red cells in the Due Date Roll Up page. 5.3.0 Pg 20.



Training Program Manual

List of Effective Pages

Page Number	Revision Number	Revision Date	Page Number	Revision Number	Revision Date
cover	n/a	3/09	22	Rev 4	3/09
1	Rev 4	3/09	23	Rev 4	3/09
2	Rev 5	12/09	24	Rev 4	3/09
3	Rev 5	12/09	25	Rev 4	3/09
4	Rev 5	12/09	26	Rev 4	3/09
5	Rev 4	3/09			
6	Rev 4	3/09			
7	Rev 4	3/09	Forms - by title		
8	Rev 4	3/09	Title	Page #	Rev# date
9	Rev 4	3/09	Annual Trgn	14	5 12/09
10	Rev 4	3/09	Indoc	15	5 12/09
11	Rev 4	3/09	Trg Matrix	19/20	5 12/09
12	Rev 5	12/09	Mx Trg T1	22	4 3/09
13	Rev 4	3/09	T1 Guide	23	4 3/09
14	Rev 5	12/09	OJT - T2	24	4 3/09
15	Rev 5	12/09	T2 Guide	25	4 3/09
16	Rev 4	3/09			
17	Rev 4	3/09			
18	Rev 4	3/09			
19	Rev 5	12/09			
20	Rev 5	12/09			
21	Rev 4	3/09			

Quality Assurance Manager:

Date: 12/07/09

FAA Representative: signature on file at ONT office

Date: 12/15/09



Training Program Manual

Table of Contents

	Revision Highlight Page	2
	Manual Revision List	3
	List of Effective Pages	4
	Table of Contents	5
	Referenced Documents	6
	Section 1: Introduction	7
	Section 2: Manual Revision and Control	9
	Section 3: Training Requirements	11
	Jett Pro Indoctrination Training	11
R	Air Carrier Training	12
	Recurrent Training	12
	Upgrade Training	13
R	Annual Training – (Program Syllabus).....	14
R	Indoctrination Training (Program Syllabus)	15
	Section 4: Training Methods and Sources	16
	Third party Training	17
	Section 5: Training Documentation	18
R	Training Matrix	19
	Section 6: Forms	21
	Forms in Use	21
	Maintenance Training Record - Form T1.....	22
	Completion Guide - Form T1	23
	On the Job Training - Form T2	24
	Completion Guide - Form T2	25
	Section 7: Work Performed For 14CFR Part 121, 129, 135 Operations/EASA.....	26



Training Program Manual

Referenced Documents

FAR 145	Federal Aviation Regulation Part 145
EASA	European Aviation Safety Agency Manual
RSM	Jett Pro Repair Station Manual
QAM	Jett Pro Quality Assurance Manual
SOP	Jett Pro Standard Operating Procedures



Training Program Manual

Section 1

Introduction:

1.1.0 Purpose:

- 1.1 Jett Pro, a certificated Repair Station under 14CFR, has an approved training program required by Part 145.163. This training program is to insure that each employee is properly trained to perform assigned job functions as required by 14CFR Pt145.163.

1.2.0 Scope:

- 2.1 This manual includes a description of the policies and procedures that will be used by this Repair Station to meet the training requirements of Part 145.
- 2.2 The information contained in this manual explains the systems used by the Repair Station to comply with the required training.

1.3.0 Responsibility:

- 3.1 It is the responsibility of each Air Carrier to provide current and accurate training data as required by their policies and procedures. It is the Carrier's responsibility to keep Jett Pro informed of any changes in training requirements
- 3.2 Jett Pro's Director of Maintenance has responsibility for the development of Jett Pro's training program.
- 3.3 Jett Pro's Station Managers have the following responsibilities for their respective stations.
 - 3.3.1 Administering the Carrier's training program as assigned by the Carrier.
 - 3.3.2 Administering Jett Pro's training program as approved by the Director of Maintenance.
 - 3.3.3 Retaining training records/documents as applicable.
 - 3.3.4 Keeping carriers informed of training as required.
 - 3.3.5 Maintaining Jett Pro's Training Matrix.
- 3.4 Quality Assurance is responsible for auditing compliance of required training.
- 3.5 The Director of Maintenance will:
 - 3.5.1 Be familiar with FAA, OSHA, Company and basic Carrier training requirements and needs for establishing Jett Pro's training program.
 - 3.5.2 Determine training needs based on above requirements.
 - 3.5.3 Assign development of training courses as applicable to Company personnel or contracted sources.
 - 3.5.4 Approve developed courses prior to them being assigned.



Training Program Manual

Section 1 (cont'd)

1.3.0 Procedure (cont'd)

- 3.6 The Station Managers will:
 - 3.6.1 Be familiar with initial and recurrent training requirements of the various Carriers at their station and ensure they are completed as required.
 - 3.6.2 Be familiar with initial and recurrent training requirements of Jett Pro and ensure they are completed as required.
 - 3.6.3 Ensure Jett Pro initial training is completed prior to allowing a new hire to begin work.
 - 3.6.4 Ensure Carriers initial training is completed as required prior to allowing a new hire to work on Carrier's aircraft.
 - 3.6.5 Maintain completed Company and Carrier training records and documents as applicable in a file at their station.
 - 3.6.6 Maintain the electronic record, Training Matrix, to track completion and due dates of Carrier and Company required training events including recurrent training as necessary.
 - 3.6.7 Send completed training Matrix to Quality Assurance each month.
 - 3.6.8 Send training records/documents to Human Resources with personnel file upon terminations
- 3.7 Quality Assurance will maintain a current copy of each station Training Matrix and review it regularly for compliance.



Training Program Manual

Section 2

Manual Revision and Control:

2.1.0 Purpose:

- 1.0 The purpose of this document is to describe procedures for controlling the Training Program Manual as required by FAR 145.209 and FAR 145.211. Jett Pro will maintain and distribute the manual electronically, only.

2.2.0 Scope:

- 2.1 Manual upkeep and revisions will be controlled and administered by the Quality Assurance/Accountable Manager. The manual and revisions will be available to all employees and authorized access holders through electronic media.
- 2.2 Unauthorized reproduction or unofficial release of any portion of this manual is strictly prohibited.

2.3.0 Responsibility:

- 3.1 The Accountability Manager is responsible for coordinating all revisions of company manuals with the Principle Maintenance Inspector (PMI), Flight Standards District Office (FSDO) Oakland, Ca.
- 3.2 All personnel are encouraged to submit suggestions for change to this manual or its forms using the Document Change Request, form SOP7.
- 3.3 The Accountability Manager shall maintain an electronic master copy and a hardcopy.
- 3.4 The Accountability Manager shall ensure the manual, including the latest revisions, is available to all Jett Pro employees and authorized access holders via the Company web based site JETTS (Jett Pro Electronic Terminal and Tracking System) located at www.insidejettpro.com.
- 3.5 Manual revision notification to all employees will be automatic through JETTS when ever changes are made. Notification will be:
 - 3.5.1 via Email (revision highlight sheet will be sent to all managers)
 - 3.5.2 A highlight sheet at the front of the manual.
 - 3.5.3 "Recent Uploads" section of JETTS homepage.



Training Program Manual

Section 2 (cont'd)

2.4.0 Procedure:

- 4.1 The Accountability/Quality Assurance Manager is responsible for coordinating all revisions to this manual with the Primary Maintenance Inspector (PMI), Flight Standards District office (FSDO) Oakland, CA. by forwarding a copy of the Highlight Sheet showing changes made. The FAA will have electronic access to all manuals and forms for review at all times.
- 4.2 The Accountability Manager will digitally sign the List of Effective pages.
- 4.3 PMI signature is per current FAA policy.
- 4.4 If at any time the FAA finds any portion of this manual unacceptable due to non-compliance with an enumerated FAR, Jett Pro shall initiate the manual change within 15 days of written notification of the non-compliance.
- 4.5 JETTS will automatically stamp each copied page of this manual "For Reference Only."
- 4.6 Complete manual requests must be authorized first by a member of upper management.
- 4.7 In the event of local computer failure and access to this manual or forms is required immediately, contact another station to have the information faxed. If that source is unavailable the General Manager or Quality Assurance Manager is available 24/7 to assist in providing the information by fax.
- 4.8 Administrative maintenance of the company web based system including password resets etc. is provided by the Line Maintenance Operation Specialist at HQ-ONT.
- 4.9 Computer access to all manuals and forms by employees and authorized holders such as the FAA PMI will be provided through JETTS accessed through www.insidejettpro.com. Access is 24/7 and entered by specific user ID and individual password. Passwords will be changed every 3 months. Viewers of the manual will have read and print only ability. Higher access is limited to upper management and the administrator.



Training Program Manual

Section 3

Training Requirements

3.1.0 Purpose:

- 1.1 The section outline the training needs of Jett Pro Line Maintenance as outlined in 14 CFR 145.163.

3.2.0 Scope:

- 2.1 This section will outline training categories and requirements.

3.3.0 Procedure:

- 3.1 Jett Pro training needs fall into three basic categories. They are:
 - 3.1.1 Indoctrination / New Hire Training.
 - 3.1.2 Air Carrier Training.
 - 3.1.3 Annual Recurrent Training.
 - 3.1.4 Upgrade training (from tech/lead to manager)
- 3.2 All training completed will be documented on the appropriate Jett Pro or Airline form and in the Jett Pro Training Matrix.
 - 3.2.1 Maintenance Training Record – T1
 - 3.2.2 On The Job Training Form – T2
- 3.3 The Forms section of this manual illustrates the training forms used with an explanation of how to complete each. Actual forms for use can be accessed through the company web based site www.insidejettpro.com and clicking on the "Company Forms" link.

3.4.0 Jett Pro Indoctrination Training

- 4.1 Jett Pro will provide indoctrination training for all new employees. This includes full-time, part-time, contract or interim (employees hired for a limited time frame or for a specific requirement) employees.
- 4.2 The Indoctrination Training checklist, provided by HR, is utilized to train new employees in Jett Pro policies and procedures, company maintenance forms, company manuals and documentation of company training.



Training Program Manual

Section 3 (cont'd)

3.4.0 Jett Pro Indoctrination Training: (cont'd)

- 4.1 Topics covered in Indoctrination Training include, but not limited to:
 - 4.1.1 Familiarization of company manuals; RSM, QAM, SOP, TPM, Employee Handbook.
 - 4.1.2 Forms, Policies and Procedures of the Repair Station
 - 4.1.3 Repair Station paperwork procedures
 - 4.1.4 Company management structure
 - 4.1.5 Tooling and Equipment
 - 4.1.6 Safety
 - 4.1.7 Slips and Falls – power point presentation
 - 4.1.8 Human factors – power point presentation
 - 4.1.9 Compressed Gas Handling - (Sections 3 & 4 from the SOP manual)
 - 4.1.10 Fire Safety - (view www.fireextinguisher.com)
 - 4.1.11 MSDS requirements
 - 4.1.12 Drug and Alcohol program requirements
 - 4.1.13 Harassment Prevention
- R 4.2 The course syllabus for Jett Pro's Indoctrination Training is listed on the New Hire Indoctrination Training form (TPM Section 3, Paragraph 3.10.0).
- 4.3 Jett Pro new employee training and upgrade training from technician to lead or manager is accessed through the Company website.

3.5.0 Air Carrier Training

- 5.1. Air Carrier training is accomplished in accordance with the Air Carrier's FAA approved training program.
- 5.2 Classroom training may be taught by the Carrier's instructor or a Jett Pro employee approved by the Carrier to be a "Designated Trainer" for that Carrier.

3.6.0 Annual Recurrent Training

- R 6.1 All Jett Pro employees in aircraft maintenance related positions will receive annual recurrent training in the following subjects:
 - 6.1.1 Slips and Falls – power point presentation
 - 6.1.2 Human Factors – power point presentation
 - 6.1.3 Compressed Gas Handling - (Sections 3 & 4 from the SOP manual)
 - 6.1.4 Fire Safety - view www.fireextinguisher.com
 - 6.1.5 MSDS requirements
 - 6.1.6 Drug/Alcohol Program requirements (mgr's & trained observers only)
 - R 6.1.7 Harassment Prevention – video



Training Program Manual

Section 3 (cont'd)

- 6.2 The course syllabus for Jett Pro's recurrent annual training is listed on the Annual Training form (TPM Section 3, Paragraph 3.9.0)
- 6.3 Jett Pro recurrent safety training modules and videos can be access in JETTS.
- 6.4 Carrier recurrent training will be completed at the intervals stated per the carrier's approved training programs.

3.7.0 Upgrade Training

- 7.1 As employees upgrade positions within Jett Pro i.e. from Technician to Lead; Lead to Station Manager; Technician to Station Manager, additional training will be required prior to starting the new position or not to exceed 30 days thereafter if unforeseen circumstances prevent immediate (preferred) training.
 - 7.1.1 Training for upgrade to a Lead position is contained in the Indoctrination Training checklist provided by HR.
 - 7.1.2 Training from a Lead to a Station Manager will include any training necessary as determined by the General Manager.
 - 7.1.3 Training for upgrade from a Technician to a Station Manager will include the Lead position Training listed above as well as any training necessary as determined by the General Manager.
- 7.2 The Jett Pro Indoctrination Training checklist will be used for all company promotion training as described above. Forward a copy of the checklist showing initialed blocks of the items reviewed and include the signed Training Completion Signature sheet to HR-IND. Maintain a copy in station files.

3.8.0 Training Evaluation

- 8.1 Jett Pro management periodically reviews the training programs to identify needs and adjusts where determined necessary. Any changes to the program can be based on:
 - 8.1.1 Identification of additional training needs.
 - 8.1.2 Anticipated change in the work scope of the Ops Spec.
 - 8.1.3 Lack of training identified as a root cause resulting from an audit finding, incident or accident.
 - 8.1.4 Employee feedback.



Training Program Manual

Section 3 (cont'd)

3.9.0 Course Syllabus

R Annual Training

Course Title: Annual Training	Course Code: Annual - 01
Frequency: Annually	Course Length: 5 Hours

Course Description:

The purpose of this training is to provide Jett Pro employees with the working knowledge of basic safety procedures, human factors training and knowledge of the D.O.T. & Non Regulated Drug & Alcohol program and harassment prevention training.

Course Topics: Note: Managers to ensure a good understanding of the topics below is attained by all personnel.

1. **Slips and Falls Protection Training**
 - a. View the Power Point presentation. (JETTS)
2. **Human Factors.**
 - a. View the Power Point presentation (JETTS)
 - b. Harassment Prevention (JETTS) - View video "Sex to Religion"
3. **Compressed Gas Handling.** (SOP Sect 3 & 4)
 - a. Review the dangers and precautions necessary when servicing and handling compressed gas per the SOP Manual sections 3 & 4.
 - b. Explain the use of the oxygen servicing adapter kit.
4. **Fire Safety.**
 - a. Complete "Fire Safety" course at www.fireextinguisher.com.
 - b. Location of extinguishers.
 - c. Monthly checks.
 - d. Posted emergency numbers.
5. **Material Safety Data Sheets** (JETTS)
 - a. Explain Employee's right to know about the chemicals they might come in contact with.
 - b. Explain safe use and precautions of those chemicals commonly used at the station.
 - c. Explain what an MSDS sheet contains and where they are kept.
 - d. Explain process should an emergency occur as a result of an accident when using the chemical.
6. **Drug & Alcohol.** (JETTS - * managers & trained observers only)
 - a. * Watch "Drugs at Work" video.
 - b. * Watch "Alcohol Misuse" video
 - c. * Watch "A Clean Slate" video
 - d. * Review the Non Reg Drug/Alcohol (Company) program
 - e. * Explain Random and Reasonable Cause testing.

Course Documentation:

1. Maintenance Training Record – T1.
2. Jett Pro Training Matrix.

T1 Rev 5 Dec09



Training Program Manual

Section 3 (cont'd)

3.10.0 Course Syllabus

Jett Pro Indoctrination Training

Course Title: Jett Pro Indoctrination Training	Course Code: New Hire
Frequency: Initial employment	Course Length: 20 Hours

Course Description:

The purpose of this course is to provide a new employee with an understanding and working knowledge of Jett Pro Repair Station and its maintenance policies and procedures associated with On-Call maintenance. This course also includes knowledge of the D.O.T. and Non Regulated Drug and Alcohol program and Safety. Follow the Indoctrination Training Checklist for all training.

Course Topics: Note: Review the Indoctrination checklist for a detailed list of topics presented. Managers are to ensure a good understanding of the topics mentioned is attained by the new hire.

1. **Company Manuals**
 - a. Familiarization of Company manuals i.e. RSM, QAM, SOP, TPM, Employee Handbook.
2. **Company Forms**
 - a. Familiarization of Company forms, policies, and procedures of the Repair Station.
3. **Company Management Structure**
 - a. Explain management structure to include President, DOM, GM, QA, SM, and Leads.
4. **Tooling and Equipment**
 - a. Show where equipment and tools are kept.
 - b. Demonstrate proper use of equipment e.g. oxygen and nitrogen and locations of each.
 - c. Explain care of tooling
 - d. Explain calibration process and how to verify tooling within calibration
5. **Safety**
 - a. Slips & Falls, Human Factors, Fire Safety, MSDS, Compressed Gas Handling.
7. **Drug & Alcohol.**
 - a. Watch "Drugs at Work" video.
 - b. Non Reg (Company) Drug & Alcohol Program
 - c. Explain Random and Reasonable Cause testing.
8. **Pt 145 Training**
 - a. View power point presentation "Jett Pro Station Pt 145 Training."
9. **Harassment Prevention**
 - a. View video "Sex to Religion"

Course Documentation:

1. New Hire Checklist and Training Completion Signature Sheet
- 1.



Training Program Manual

Section 4

Training Methods and Sources

4.1.0 Purpose:

- 1.1 The purpose of this section is to define the different training methods and sources approved by Jett Pro by the Director of Maintenance.

4.2.0 Scope:

- 2.1 This section shall detail approved means of conducting training and where approved training materials/courses might be obtained.

4.3.0 Procedure:

- 3.1 Jett Pro instructors will be authorized by the DOM, or his designee, based on subject matter knowledge and teaching ability.
- 3.2 Methods: Jett Pro will use a variety of training methods to insure quality and relevant training. Training Methods may include but not limited to:
 - 3.2.1 Classroom
 - 3.2.2 Computer i.e. CD, DVD, web based e.g. CPaT, Aero Ed.
 - 3.2.3 Industry Literature
 - 3.2.4 Self-taught
- 3.3 Carrier methods will be as dictated per their FAA approved training program.
- 3.4 On-the-Job Training (OJT)
 - 3.4.1 OJT requires a Technician to demonstrate knowledge/proficiency of an aircraft and/or an aircraft system by performing and/or describing tasks on that aircraft/system.
 - 3.4.2 OJT may include non-aircraft related tasks as deemed necessary to ensure the Technicians ability to properly and/or safely complete a given task.
 - 3.4.3 Tasks being performed to demonstrate knowledge/proficiency will vary based on the objective of the training.
 - 3.4.4 Eight (8) hours of Airbus A320 OJT is required in addition to the CPaT A320 to obtain a Certificate of Completion for the A320 course.



Training Program Manual

Section 4 (cont'd)

4.3.0 (cont'd)

- 3.5 Sources: Jett Pro training sources may include but not limited to:
 - 3.5.1 Carrier provided training
 - 3.5.2 Jett Pro developed training
 - 3.5.3 Manufacturer supplied training
 - 3.5.4 AeroEd - Aviation Education Resource, CPaT Inc.
 - 3.5.5 Carrier sources will be as dictated by their FAA approved training program.
 - 3.5.6 Training records from previous Carrier employers may be accepted after review and acceptance by the General Manger and Station Manager.

4.4.0 Third Party Training:

- 4.1 Jet Pro has approved courses from third part training providers such as AeroEd and CPaT. Those courses include:
 - 4.1.1 B737NG with CFM engines
 - 4.1.2 B767
 - 4.1.3 B747
 - 4.1.4 A320 with V2500 engines
 - 4.1.5 MD80 with JT8D engines
 - 4.1.6 EMB190 with CF34 engines



Training Program Manual

Section 5

Training Documentation

5.1.0 Purpose:

- 1.1 The purpose of this section is to define how Jett Pro will record training events.

5.2.0 Scope:

- 2.1 This section shall detail what forms are used to document training and what is to be done with completed forms.

5.3.0 Procedure:

- 3.1. The hard copy paper document is the official record of training completion.
- 3.2. Jett Pro's training shall be documented on Jett Pro's "Maintenance Training Record - Form T1."
- 3.3. On-the-Job training will be recorded on the "On-The-Job Training - Form T2."
- 3.4. Carrier training will normally provide documentation of completed training. Jett Pro's Form T1 may be used for documentation if the Carrier does not provide one.
- 3.5. Copies of training records/forms shall be placed in the employee's training file at their respective station.
- 3.6. All required and recurrent carrier or Jett Pro training will be recorded electronically on the Jett Pro Training Matrix for each employee at that station. Information recorded on the Matrix includes:
 - 3.6.1 Station
 - 3.6.2 Carrier name
 - 3.6.3 Employee Name and Jett Pro employee number
 - 3.6.4 Course titles
 - 3.6.5 Completed and due dates (if applicable) for each course. Note: If training is not recurrent and/or does not have a next due date, N/A or N/R may be used in lieu of the due date.
- 3.7. Jett Pro training on the Training Matrix will include
 - 3.7.1 Indoctrination Training
 - 3.7.2 Annual Recurrent Training
- 3.8. Email the Training Matrix to the Quality Assurance Manager monthly.



Training Program Manual

Section 5 (cont'd)

5.3.0 Procedure: (cont'd)

- 3.8 After successful completion of CpaT or AeroEd training the General Manager will issue a Certificate of Completion for the course.
- 3.9 Each employee will have access to his training records.
- 3.10 Employee maintenance training records will be made available to the FAA and Carrier's auditors upon request.
- 3.11 Training records will be maintained at each applicable station for the duration of employment. Note: Upon termination of an employee, all training records are to be sent to HR in IND.

5.4.0 Training Matrix

- 4.1 The following two diagrams are examples of the Jett Pro Training Matrix. Each station's Matrix will vary based on the number of Carriers it serves and the courses required by that Carrier.
 - 4.1.1 Course names will reflect the terminology utilized by the applicable Carrier.

R

Training Matrix (example 1)

PAGE 1 of 4	JETT PRO MASTER TRAINING MATRIX										STATION: MSP	
	CUSTOMER: JETT PRO										back	
ASSIGNED DESIGNATED STATION TRAINER: (name)										NEXT TRAINING DUE ON: 12/31/10		
EMPLOYEE	Indoctrination Trgn		Supv Drug & Alcohol Training		Annual Recurrent Training		Airport Badging		open			
Name & Emp #	Completed	Due	Completed	Due	Completed	Due	Completed	Due	Completed	Due		
1	Name xxx	10/31/07	n/a	12/31/09	12/31/10	10/31/09	10/10	10/09	10/10			
2	Name xxx	1/23/07	n/a			1/24/09	1/10	7/09	7/11			
3	Name											
4	Name											

Explanation of Example: The page is self explanatory in filling out the employee's name and dates of training for the various courses listed. All Carrier and company completed training listed in the Matrix must have supporting documentation in the employee's file.. By clicking on the [Back](#) cell (top R/H on all pages) the viewer is automatically sent to the to the Due Date Roll-up page (example next).



Training Program Manual

Section 5 (cont'd)

5.3.0 Procedure: (cont'd)

Training Matrix (example 2)

Due Date Roll-up					
Airline	Next Due On		Airline	Next Due On	
Air Canada Jazz	n/a		Continental 4	n/a	
Air Cargo	n/a		Custom Air	n/a	
Air Wisconsin	n/a		Delta	1/25/10	
AirTran	12/18/09		ExpressJet	n/a	
AirTran 2	n/a		Freedom	n/a	
American	7/17/10		Frontier	11/30/09	
American 2	1/10/2010		Frontier 2	11/08/09	
American 3	7/17/10		Jett Pro	12/31/10	
American Eagle	12/10/10		Omni l'ntl	n/a	
Legend	Due w/in 60 days				
	Due/Overdue w/in 30 days				

R

Explain all Red Indicators above:	
1. Air Tran	Waiting on airline CD for trgn
2. Frontier	Employee on vacation till 12/10/09

Explanation of Example: The Due Date Roll-Up page provides a quick review of the different Carrier and Jett Pro training requirements for the applicable station. Training due in the next 60 days is highlighted in yellow and training due in the month the Matrix is reviewed is highlighted in red. The cell colors showing due, overdue or due next month are automatically highlighted through the program formula and based on date inputs entered from each individual airline page.



Training Program Manual

Section 6

Forms

6.1.0 Purpose:

- 1.1 This section will define the forms used in association with Jett Pro in-house training.

6.2.0 Scope:

- 2.1 This section will outline the training forms used, how the forms are completed and what happens to completed forms.

6.3.0 Procedure:

- 3.1 The forms used for Jett Pro training are:
 - 3.1.1 Maintenance Training Record - Form T1
 - 3.1.2 On-The-Job Training - Form T2
- 3.2 Forms may be viewed and copied for use from the Jett Pro web site www.insidejettpro.com under "Company Forms."
- 3.3 Maintenance Training Record - Form T1
 - 3.3.1 This form is primarily used to document Jett Pro in-house training; however, it also can be used as a substitute for a Carrier's form if necessary. This form will be completed as described on the Maintenance Training Record, page 2, Completion Guideline.
- 3.4 On-The-Job Training Form - Form T2
 - 3.4.1 This form is used to document demonstrated performance of various tasks on various systems and various aircraft. This form will be completed as described on the OJT form page 2, Completion Guideline.
- 3.5 Completed On-The-Job forms will be submitted to the Station Manager for their review and signature. The manager's signature indicates verification of a trainee's qualifications and will be placed in their individual file.

6.4.0 Forms in Use

- 4.1 See following pages for examples of the forms and the guidelines for completion.



Training Program Manual

Maintenance Training Record – Form T1

Station: 1		Course Title: 2			Date: 3	
Total Hours: 4		Course Code: (if known for electronic entry only): 5				
Indicate Method of Training: (circle which) 6						
Classroom: Y N		Web Based(CPaT): Y N		Computer: Y N		Video/CD: Y N
Maintain form at the station in employee's file. Update Training Matrix						
#	Last Name	First Name	Signature	A&P #	Emp #	
1	7	8	9	10	11	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
Name of Airline Providing Training: 12				Jett Pro Training Y 13 N		
Instructor's Name: (print) 14			Instructor's Signature: 15			
Instructor's Email Address: (if available): 16			Instructor's ID #: 17			
Form T1		Page 1			Rev 4 Jan/09	



Training Program Manual

Maintenance Training Record - Form T1 Completion Guideline

Use the following guide when filling out form T1. Note: Blocks requesting the Instructors information will be left blank when electronic training is accomplished. Enter for classroom type training.

1. Station:	Enter 3 letter city identification code of the student's assigned station
2. Course Title:	Enter name of course
3. Date:	Enter the completion date (month / day / year)
4. Total Hours: :	Enter the total hours attended in training.
5. Course Code:	Enter the course code. N/A if no code available. Airlines sometimes designate a course by an alpha/numeric code only. Enter here if known.
6. Method of Training:	Circle appropriate response to indicate type of training received.
7. Last Name:	Student last name
8. First Name:	Student first name
9. Signature:	Student Signature
10 A&P #:	Student A/P License number
11 Employee #:	Student Jett Pro employee number
12 Airline Proving Training:	Enter the name of the airline providing training. N/A if Jett Pro training (see 13)
13 Jett Pro Training	Circle correct response
14 Instructors Name:	Self explanatory.
15 Instructors Signature:	Self explanatory.
16 Instructors Email Address:	Enter the instructors email address or point of contact for future reference if available.
17 Instructors ID #:	Enter the Instructors employment ID#
Form T1	Page 2
	Rev 4 Mar/09



Training Program Manual

On-The-Job Training - Form T2

Employee's Name (Print): 1		Employee #: 2
Station: 3	Training Date: 4	Training Hours: 5
Aircraft or Equipment Type: 6		
ATA Code: 7		
Reference Material Used: 8		
Job Description: 9		
Student's Signature: 10		
Trainer's Name and Employee #: (print) - n/a if same as Manager 11		
Trainer's Signature: n/a if same as Manager 12		
Manager's Name and employee #: (print) 13		
Manager's Signature: 14		Date: 15
Maintain form at the station in employee's file. Update Training Matrix		
Form T2	Page 1	Rev 4 Mar /09



Training Program Manual

On-The-Job Training - Form T2 Completion Guideline

Use the following guide when filling out form T2. Note: All blocks require an entry. Maintain form in trainees file at the station. Provide a copy to ONT or IND.

1 Employee's Name:	Print Student's Name
2 Employee #:	Enter the student's employee number.
3 Station:	Enter 3 letter city identification code of the student's assigned station
4 Training Date:	Date training was provided– month / day / year
5 Training Hours:	Enter the amount of time spent in training.
6 Aircraft or Equipment Type:	Enter the type of aircraft or equipment on which the training was accomplished.
7 ATA Code:	Enter an ATA code(s) that corresponds to the training accomplished as applicable.
8 Reference Material Used:	Enter any reference material used during training, i.e. maintenance manuals, parts catalogs, engineering orders, wiring diagram etc.
9 Job Description:	Enter a description of the training accomplished, i.e., serviced the left hydraulic system, etc.
10 Student's Signature:	Self explanatory
11 Trainer's Name - Emp #	Print the trainer's name and employee #. N/A if trainer is the same person as the manager
12 Trainer's Signature:	Signature of trainer. N/A if trainer is the same person as the manager
14 Manager's Name - Emp #	Print the manager's name and employee #.
15 Manager's Signature:	Signature of manager reviewing the training
16 Date:	Manager to enter the date the form is signed
Form T1	Page 2
	Rev 4 Mar/09



Training Program Manual

Section 7

Work Performed For Part 121, 129, 135 Operators and EASA/TCCA Entities

7.1.0 Purpose:

- 1.1 This section will define compliance to customers training requirements.

7.2.0 Scope:

- 2.1 This section will outline policy and procedures required to comply with a customer's and Jett Pro's approved training programs simultaneously.

7.3.0 Procedure:

- 3.1 Jett Pro, per its Ops Spec and European Agency Safety Agreement (EASA) certificate provides line maintenance services for Part 121, 129, 135 operators, as well as European and Canadian registered aircraft per the terms of the Bilateral Aviation Safety Agreement and the Maintenance Implementation Procedure.
- 3.2 Training requirements will be provided by the individual carrier to meet their specific requirements.
- 3.3 Sections 1 through Section 6 of this manual will be applied to all Carriers operating under 14 CFR Pt(s):
 - 3.3.1 Part 121
 - 3.3.2 Part 129
 - 3.3.3 Part 135
 - 3.3.4 EASA
 - 3.3.5 TCCA