



(ADCA 145, Item 22) - Training Program Manual/Program Compliance Review and Approval Checklist.

MAINTENANCE ORGANISATION.....

Revision Number..... Date..... Date of Review.....

The checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

Subject	NOTE	S	N/A	For CAAT Verification/Remark
Part 1 General				
1.1 Is the manual/ program identified with applicable contact information such as company name, address, certificate number, telephone, fax, email, etc.?				
1.2 Is there a control system to include a distribution list identifying a particular manual/program to a person or location?				
1.3 Does the manual/program contain an adequate revision system to allow an easy determination of currency?				
1.4 Does the program/manual address indoctrination (initial and recurrent) training for new and existing employees covering the regulations and the repair station's operations, policies, and procedures				

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1.5 Does the program address the initial technical requirements for new and existing employees taking on new tasks to ensure appropriate technical skills training is provided?				
1.6 Does the program/manual address recurrent technical training for specific tasks or functions to ensure currency in existing or added capabilities				
1.7 Does the programme address specialized technical training or advanced training requirements for specific tasks or functions to ensure all employees accomplishing maintenance remain capable of performing assigned tasks?				
1.8 Does the program address remedial technical training requirements to correct demonstrated lack of skill or knowledge deficiencies?				
1.9 Is there clear responsibility and authority?				
1.10 Does the repair station clearly identify the job title responsible for the different aspects of the training program?				
1.11 Does the repair station identify the job title with the authority to propose changes to the approved training manual/program?				
1.12 Are there written training procedures? May also be in RSM.				

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1.13 Are the repair station's training program policies and procedures written in its RSM, training manual or training program ?				
1.14 Is there a measurement of the program effectiveness?				
1.15 Is there a method of determining whether the employee is capable of performing assigned tasks?				
1.16 Does the repair station have adequate procedural controls to ensure that all applicable elements of the training program are carried out in specific situations?				
1.17 Does the repair station identify and describe the interface between the training program and the individuals responsible for task assignments?				
1.18 Are there written procedures that require the repair station to maintain personnel training records for 2 years?				
1.19 Is there a training needs analysis defined?				
1.20 Does the repair station have defined processes for objectively identifying its training requirements and assessing each individual's capabilities?				

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1.21 Does the manual/ training program include procedures used to design each course of study, and/or individual classes or lessons. This includes defining the specific purpose and objectives of a given area, any prerequisites, any required lessons, any time requirements, and the desired outcome—gained technical skill or knowledge.				
1.22 Do the individual courses associated with a particular area of study include a detailed description of the technical information or skill that will be taught. Including: <ul style="list-style-type: none"> - the referenced material, - tools, - equipment, - procedures that will be used, - the methods and sources of training available, - instructor qualifications, and - the method of recording employee accomplishment. 				
1.23 Does the repair station have a method to identify and select the sources and methods of training that will meet the regulations and its training objectives?				



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1.24 Does the repair station have procedures to document each individual's training to ensure compliance with ADCA 145. This includes defining the extent of training records and establishing a system for creating, accessing, and retaining training records for 2 years after the training is provided.				
PART 2 INDOCTRINATION TRAINING				
2.1 Are the following subjects addressed in the manual/ program:				
(a) Regulations which associated with AMO's maintenance functions and Authority as reflected on the Certificate and Operation Specification				
(b) Company Policies, procedures and practices				
(c) Company manuals including quality control processes				
(d) Computer systems and software as applicable to the repair station's maintenance				
(e) Facility security and the organizational security structure.				
PART 3 INITIAL TRAINING				
3.1 Are the following subjects addressed in the Manual/ Program;				

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(a) General review which is related to each specific position including roles, tasks, and responsibilities.				
(b) Specific job or task training				
(c) Shop safety				
(d) Records and record keeping				
(e) Materials and parts				
(f) Test equipment, including ground support equipment				
(g) Tools				
(h) Maintenance human factors with the elements focusing on aviation maintenance, and safety related issues <ul style="list-style-type: none"> - General/introduction to human factors, - Statistics, - Safety culture/organizational factors, - Human error, - Types of errors in maintenance task, - Human reliability, - Human performance and limitation, - Vision, 				

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<ul style="list-style-type: none"> - Hearing, - Stress, - Situational awareness (SA), and - Workload management. 				
(i) Safety Management System (SMS) Training (including company ERP)				
(j) EWIS and FTS (if required for employee responsibilities)				
PART 4 RECURRENT TRAINING				
4.1 Does the repair station have procedures to determine the recurrent training requirements for each job assignment or employee?				
4.2 Does the repair station have a procedure for determining when training is not required to ensure an employee is capable of performing assigned tasks.				
4.3 Does the repair station have procedures to determine the type and frequency of recurrent training for each of its employees through the need's assessment?				

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4.4 Does the repair station define refresher training that will be provided on a regular basis to address any subject previously provided in initial training?				
4.5 Does the following subjects addressed that it will be recurrent not exceed the period of 2 years to ensure that maintenance personnel receive sufficient training?				
(a) Maintenance Human Factor				
(b) Subjects which related to up-to-date knowledge; - Technology - Organization Procedure				
(c) EWIS and FTS (if these two subjects were initiated as initial courses or related to responsible tasks)				
4.6 Does the Repair Station have procedures to recurrent Safety Management System to ensure that personnel are trained and competent? (*SMS including company ERP)				
4.7 Does the Manual /Program defined that employees need to be recurrented when there are;				

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(a) New items introduced				
(b) Any update technical information and/or procedure				
PART 5 SPECIALISED TRAINING				
5.1 Does the repair station have procedures to identify job assignments that will require special skills or have complexity that would require the development of specialized training to ensure capabilities?				
5.2 Does the repair station’s training program address the initial and recurrent training requirements for any task or assignment that it determines requires specialized training?				
PART 6 REMEDIAL TRAINING				
6.1 Does the repair station have procedures to determine when an employee will need to be provided with remedial training?				
6.2 Does the remedial training intended to fix an immediate knowledge or skill deficiency, which may focus on one individual?				
PART 7 TRAINING DOCUMENT RETENTION				
7.1 Does the Repair Station defined individual employee training required and shall retain these records for minimum of two (2) years?				



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PART 8 TRAINING NEEDS ANALYSIS				
8.1 Does the repair station's training needs analysis procedures enable the repair station to identify its training requirements based on job positions, duties, and tasks between position/duty/skill/task requirements and employee capabilities.				
8.2 Does it establish an objective method for determining training standards, assessing the capability of its employees, and establishing training programs for its employees to fill any gap?				
8.3 Does the repair station establish the basic standard that identifies the individual employee's training needs by assessing the job function and duties against the employee's specific skills, knowledge and experience?				
8.4 Does the repair station's procedure evaluate the current capability of its employees, technical and non-technical?				

Completed by :

Position :

Organization :

Sign and Date :

For CAAT Staff

Format accepted by CAAT..... (Inspectors Name)

Date of Acceptance.....