

**Training Program Manual/Programme Compliance Review and Approval Checklist**

Maintenance Organization	
Revision Number and Date	
Date of Review	

**Training Programme Manual/Program Compliance Review and Approval Checklist.**

The checklist should clearly show either compliance (Yes) & location of the compliance in the notes section or not applicable (N/A) & the reason in the notes section

Yes = Satisfactory  
N/A = Not Applicable

**Details of the Training Programme:**

Part 1 General		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
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				
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?				

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Part 1 General		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
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 AMO/ 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.				
1.13	Are the AMO's/repair station's training program policies and procedures written in its RSM, training manual or program document?				
1.14	Is there a measurement of the programme effectiveness?				
1.15	Is there a method of determining whether the employee is capable of performing assigned tasks?				
1.16	Does the AMO/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 AMO/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 AMO/repair station have defined processes for objectively identifying its training requirements and assessing each individual's capabilities?				

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Part 1 General		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
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"> <li>• the referenced material,</li> <li>• tools,</li> <li>• equipment,</li> <li>• procedures that will be used,</li> <li>• the methods and sources of training available,</li> <li>• instructor qualifications, and</li> <li>• the method of recording employee accomplishment.</li> </ul>				
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?				
1.24	Does the AMO/ 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.				

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Part 2 Indoctrination Training (Initial and Recurrent)		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
2.1	Are the following subjects addressed in the manual/ programe:				
	(a) CAAT Regulations, requirements, particularly those associated with the repair station maintenance functions and authority as reflected on the certificate and operations specifications.				
	(b) Company manuals, policies, procedures, and practices, including quality control (QC) processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventative maintenance, and alteration procedures established to show compliance with ADCA 145.				
	(c) Kingdom of Thailand hazardous material requirements, general Occupational Safety and Health, Environmental regulations, and other local, State laws requiring training for different categories of employees.				

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		Yes	N/A		
	<p>(d) Human Factors in Maintenance</p> <ul style="list-style-type: none"> <li>• <i>Note: The human factors training procedures defined in the training manual/ program should be related to aviation maintenance, safety-related issues, existing legislation, where relevant, and/or some of the suggested elements below.</i></li> <li>• General/introduction to human factors,</li> <li>• Statistics,</li> <li>• Safety culture/organizational factors,</li> <li>• Human error,</li> <li>• Types of errors in maintenance task,</li> <li>• Human reliability,</li> <li>• Human performance and limitation,</li> <li>• Vision,</li> <li>• Hearing,</li> <li>• Stress,</li> <li>• Situational awareness (SA), and</li> <li>• Workload management</li> </ul>				
	<p>(e) Computer systems and software, as applicable to the AMO's/repair station's maintenance (including inspection), preventative maintenance, and alteration systems and procedures.</p>				

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Part 2 Indoctrination Training (Initial and Recurrent)		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
2.2	Does the AMO/repair station have procedures to determine the applicable scope and depth of initial and/or recurrent training based on each job assignment and each employee's experience and capability established by a Training Needs analysis? The needs analysis is the basis for determining an individual's initial and recurrent training requirements.				
Part 3 Recurrent Training		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
3.1	Does the AMO/ repair station have procedures to determine the recurrent training requirements for each job assignment or employee?				
3.2	Does the AMO/repair station have a procedure for determining when training is not required to ensure an employee is capable of performing assigned tasks.				
3.3	Does the AMO/ repair station have procedures to determine the type and frequency of recurrent training for each of its employees through the need assessment?				
3.4	Does the repair station define recurrent training that will be provided on a regular basis to address any subject previously provided in initial training.				
Part 4 Specialized Training		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
4.1	Does the AMO/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?				

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Part 4 Specialized Training		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
4.2	Does the AMO/repair station's training program address the initial and recurrent training requirements for any task or assignment that it determines requires specialized training.				
Part 5 Remedial Training		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
5.1	Does the AMO/ repair station have procedures to determine when an employee will need to be provided with remedial training?				
5.2	Does the remedial training intended to fix an immediate knowledge or skill deficiency, which may focus on one individual?				
Part 6 Training Needs Analysis		Compliance		Note	For CAAT Verification/ Remark
		Yes	N/A		
6.1	Does the AMO/ 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.				
6.2	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?				
6.3	Does the AMO/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 and knowledge.				
6.4	Does the AMO/repair station's procedure evaluate the current capability of its employees, technical and non-technical.				

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Organization (AOC).....

**For CAAT Staff**

Completed by .....

Format accepted by CAAT .....

(Name and Position)

(AW Inspector Name)

Sign and Date .....

Date of Acceptance .....