Checklist Number: ....

Checklist Name: Training Program Manual/Training Program Compliance Review and Approval Checklist ....

....

Applicability: ....

Location: .... Date: ....

No.	Subject	Reference	S	U	N/A	Comment
	PART A ADMINISTRATIVE					
A.1	Cover Page details: (a) Name of the organisation (b) Address of the principal place of business (c) National Civil Aviation Authority Approval Number (for foreign maintenance organisations) (d) CAAT certificate approval number (if any) (e) Revision status and issue date of the TPM					
A.2	List of Effective Pages (LEP)					
A.3	Table of Contents					
	PART 0 INTRODUCTION					
0.1	List of Amendments	- Approved Maintenance Organisation Requirements 145.A.70(a)				
0.2	Distribution List	- Approved Maintenance Organisation Requirements 145.A.70(a)				
0.3	Definitions and Abbreviations	- Approved Maintenance Organisation Requirements 145.A.70(a)				
	PART 1 GENERAL					
1.1	Training Program Policies and Objectives	- Approved Maintenance Organisation Requirements 145.A.70(a)				
1.2	Procedures for Program Amendment	- Approved Maintenance Organisation				

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สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

No.	Subject	Reference	S	U	N/A	Comment
	(a) Person responsible for amending the training program (b) Identification of criteria to amend the program (c) Process for recording and record of revisions	Requirements 145.A.70(a)				
	PART 2 TRAINING PROGRAM					
	Training Program	- Approved Maintenance Organisation Requirements 145.A.30(e)				
	PART 2.1 INITIAL TRAINING					
	2.1.1 Orientation (a) Regulations associated with the certificate, operations specifications and related requirements (b) Company policies, procedures and practices (c) Company manuals (MOE) including management system processes, particularly those associated with compliance monitoring (d) Computer systems and software as applicable including inspection, preventive maintenance and alteration systems and procedures (e) Facility security					
	2.1.2 Training for each specific position (a) General review including roles, tasks, and responsibilities (b) Shop safety					

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No.	Subject	Reference	S	U	N/A	Comment
	(c) Records and record keeping					
	(d) Materials and parts					
	(e) Test equipment, including ground support equipment					
	(f) Tools					
	(g) Human factors in aviation maintenance					
	(h) Safety Management Systems (SMS)					
	(i) Electrical Wiring Interconnection Systems (EWIS) and Fuel Tank Safety (FTS) (if applicable)					
	(j) Dangerous goods (if applicable)					
	PART 2.2 RECURRENT TRAINING					
	2.2.1 A maintenance organisation should provide recurrent training for all employees on a 2-yearly basis in a minimum of the following areas, (a) Safety training include SMS and HF (applicable to all positions) (b) FTS when relevant (Appendix 1 to AMC3 145.A.30 (e))					
	2.2.2 A maintenance organisation should provide recurrent training for Certifying Staff and Support Staff on a 2-yearly basis in a minimum of the following areas, (a) Relevant technology (b) Organisational procedures					
	2.2.3 The maintenance organisation should provide					

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....

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No.	Subject	Reference	S	U	N/A	Comment
	training on revisions to publications and new items that are relevant to each specific position					
	PART 2.3 ADDITIONAL TRAINING					
	2.3.1 Procedures to identify job assignments that will require special skills					
	2.3.2 Procedures to identify job assignments that have complexity and would require the development of additional training to ensure competency					
	2.3.3 Additional training when required for some areas including special inspection or test techniques, special machining operations, aircraft inspection techniques, or complex assembly operations					
	PART 2.4 REMEDIAL TRAINING					
	2.4.1 Procedures to evaluate and identify the competency of employees (where an employee is found to be lacking in knowledge or skill, the maintenance organisation should provide remedial training to rectify that lack of knowledge or skill.)					
	PART 3 TRAINING DOCUMENTATION					
	3.1 Retention of Training Documents (a) Document required individual employee training	- Approved Maintenance Organisation Requirements 145.A.30(e)				

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Location: .... **Date:** ....

No.	Subject	Reference	S	U	N/A	Comment
	(b) Retain those records for a minimum of three (3) years (c) Records should be stored in a manner to ensure that they are protected from damage, alteration and theft (d) The documentation format and storage method is detailed in TPM	- Approved Maintenance Organisation Requirements 145.A.55(d)				
	3.2 Training Program Basic Components A training program should be detailed in the TPM and should consist of elements appropriately orientated to the requested ratings. It should contain the following elements. (a) Needs assessments (b) Areas of study and course definitions (c) Identification of training sources and methods (d) Measurement of effectiveness (e) Training documentation	- Approved Maintenance Organisation Requirements 145.A.30(e) - Approved Maintenance Organisation Requirements 145.A.55(d)				
	PART 4 DOCUMENTATION OF TRAINING COMPETENCY					
	4.1 Any of the following methods may be used depending upon the size of the organisation, its capabilities and the experience of the employees: (a) Written test (b) Completion of a training course	- Approved Maintenance Organisation Requirements 145.A.30(e)				

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No.	Subject	Reference	S	U	N/A	Comment
	(c) Skills test (d) Group exercise (e) On-the-job assessment (f) Oral examination in the working environment					
	PART 5 SUPPORT DOCUMENTS					
	5.1 Sample of Documents	- Approved Maintenance Organisation Requirements 145.A.70(a)				

S = Satisfy

U= Unsatisfied

N/A= Not Applicable

Comment = Description the detail of compliance or Non Compliance or other information

Inspector Name: ....

(...null...)

Position: ....

Completed on: ....