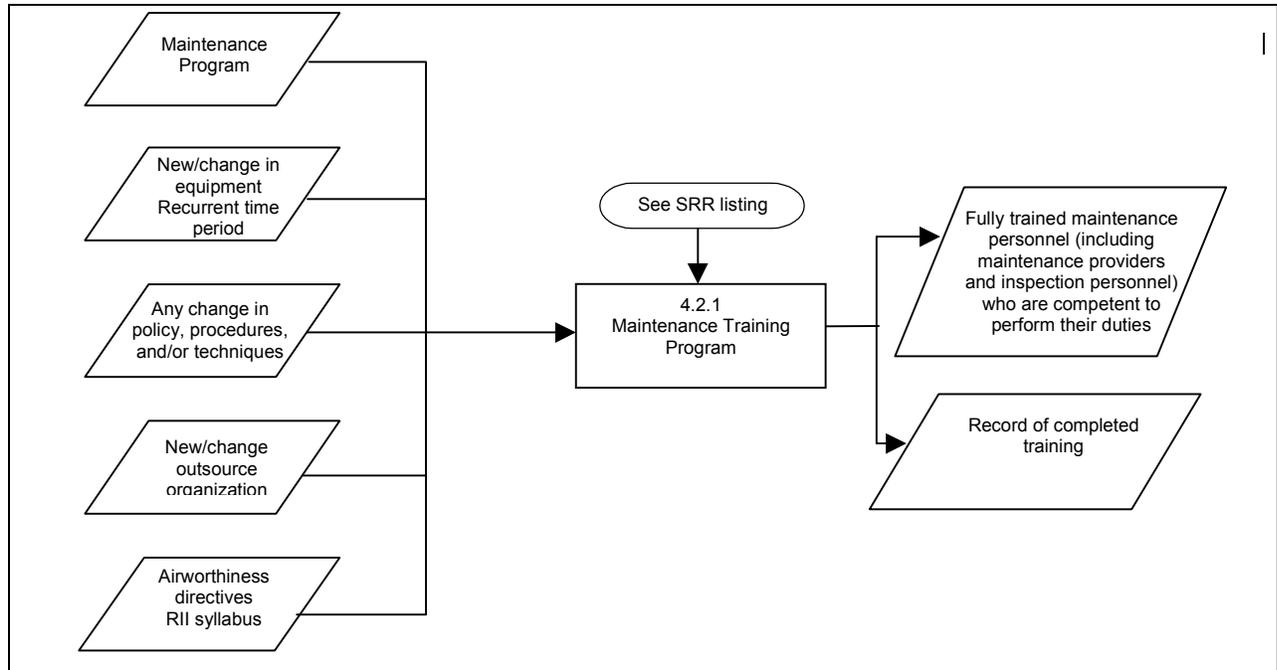


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ELEMENT SUMMARY INFORMATION

Element: 4.2.1 Maintenance Training Program

Purpose of this Element (Air Carrier's responsibility): To ensure that all maintenance personnel (including maintenance providers and inspection personnel) are fully trained and competent to perform their duties.

Objective (FAA responsibility):
To determine if the air carrier's Maintenance Training Program includes safety attributes.

Inputs:

- Maintenance Program
- New/Change in Equipment
- Recurrent Time Period
- Any Change in Policy, Procedures, and/or Techniques
- New/Change Outsource Organization
- Airworthiness Directives
- RII Syllabus (from 4.2.2 RII Training Requirements)

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Outputs:

- Fully trained maintenance personnel (including maintenance providers and inspection personnel) who are competent to perform their duties.
- Record of completed training.

Performance Measures:

- The air carrier provides recurrent training on a scheduled basis.
- The maintenance training syllabus (including on-the-job, classroom, and computer-based training) thoroughly covers the subject matter.
- Each course (including on-the-job, classroom and computer-based training) includes a final exam that fully measures the student's knowledge of the course subject matter.
- Each student passes a final exam with a score of 80% or better.
- The air carrier creates and maintains a record of completed training.

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SRR:

- 121.375 Maintenance and preventive maintenance training program.

Other CFRs and/or FAA Guidance:

- 8300.10, Volume 1, Chapter 3 - The General Process for Approval or Acceptance
- 8300.10, Volume 2, Chapter 70—Evaluate CFR PART 121/135.411(a)(2) Maintenance Training Program/Record.
- 8300.10, Volume 2, Chapter 82 – Evaluate/Inspect PART 121 Extended-Range Operations with Two-Engine Aircraft.
- HBAW 95-03A -- Inspection Authorization (IA) Renewal Seminar Acceptance Procedures.
- HBAW 96-05C -- Air Carrier Operations Specifications Authorization To Make Arrangements With Other Organizations, Contd.
- Refer to appropriate Advisory Circulars.
- Refer to appropriate Airworthiness Directives.

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.375	To require that each air carrier, or person performing maintenance or preventive maintenance for the air carrier, has a training program which ensures that each person (including inspection personnel), who determines the adequacy of work completed is fully informed about procedures, techniques, and new equipment in use and is competent to perform their duties.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

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4.2.1 Maintenance Training Program

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Maintenance Training Program.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Maintenance Training Program.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Maintenance Training Program with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Maintenance Training Program?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.2.1 Maintenance Training Program

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Maintenance Training Program.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Maintenance Training Program.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Maintenance Training Program with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Maintenance Training Program?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Maintenance Training Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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4.2.1 Maintenance Training Program

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Maintenance Training Program.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Training Program to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Maintenance Training Program with appropriate personnel to gain an understanding of the procedures.
4. Observe the Maintenance Training Program to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Maintenance Training Program:

1.1 Do written procedures require a student to pass an exam (for computer-based training and classroom training) with a score of at least 80% before graduating? [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.2 Do written procedures establish attendance requirements? [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.3 Do written procedures require a practical exam for specialized training (e.g., boroscope, Category II/III equipment certification, non-destructive testing, composite)? [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.4 Do written procedures require the Air Carrier to use performance standards for on-the-job training? [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.5 Do written procedures establish a standard for on-the-job training instructors/trainers which includes: [SRR 121.375]

1.5.1 The ability to effectively perform on-the-job training instruction; [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.5.2 The ability to transfer skills, knowledge, and techniques to students; and [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

1.5.3 The ability to determine the performance level of students? [SRR 121.375]

- YES **If no or N/A, explain:**
 NO
 N/A

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1.6 Do written procedures require that all instructors/trainers (both on-the-job training and classroom): [SRR 121.375]	
1.6.1 Have broad knowledge of subject matter; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6.2 Have the ability to apply teaching techniques; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6.3 Have received basic training instruction including information from FAA-H-8083-9; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6.4 Have passed (80%) a written and/or practical exam that covers both teaching skills and ability and subject matter; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6.5 Be authorized by the head of the air carrier's training department, the director of maintenance (or designee), or person responsible for the maintenance training program; and [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6.6 Have recurrent training for reauthorization every 24 months? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Do written procedures establish methods of granting credit for training received prior to employment with the air carrier? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Do written procedures exist, for granting credit (for training received prior to employment with the air carrier), that ensures the following items are considered: [SRR 121.375]	
1.8.1 Time elapsed since training received; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.2 Reputation of training provider; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.3 Evidence of satisfactory completion; and [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.4 Depth and scope of training received? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 Do written procedures establish a list of the course (curriculum) topics included in the maintenance training program for air carriers and outsource organization personnel which encompasses, but is not limited to the following: [SRR 121.375]	
1.9.1 RII; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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1.9.2 HazMat; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.3 De-Icing; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.4 Aircraft-specific; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.5 Policy and procedures; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.6 Specialized (e.g., non-destructive testing, boroscope); [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.7 AD requirements; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.8 Aircraft weighing procedures; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.10 Taxi and run-up; [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.11 Line maintenance; and [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9.12 New air carrier or equipment? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 Do written procedures outline the presentation for each course included in the operator's list of courses (curriculum), and include: [SRR 121.375]	
1.10.1 Format (e.g., classroom, on-the-job training, and computer-based training); [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10.2 Duration of course; and [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10.3 Training aids? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Do written procedures define a method of tracking outsource organization training histories? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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<p>1.12 Do written procedures define the method to establish and maintain a training history for each employee? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13 Do written procedures document information concerning employee training which includes, but is not limited to: [SRR 121.375]</p>	
<p>1.13.1 Student identification number; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.2 Student name; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.3 Course title/number; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.4 Exam score received; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.5 Hour(s) attended; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.6 Date(s) attended; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.7 Type of training (computer based training, on-the-job training, classroom) [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.8 Related ATA chapters (if applicable); and [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13.9 Training providers? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.14 Do written procedures require the development and use of lesson plans for each block of instruction in each course? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.15 Do written procedures establish time periods (not to exceed 24 months) for recurrent training? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.16 Do written procedures require development and use of recurrent training? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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1.17 Do written procedures define the content of the on-the-job training evaluation guide/checklist for each block of instruction to include: [SRR 121.375]		
1.17.1 Itemized procedures to be accomplished for each task; [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17.2 Pass and fail boxes next to each itemized procedure; [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17.3 Date of completion block; and [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17.4 Student and trainer signature block to verify satisfactory completion? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Do written procedures require the use of an on-the-job training evaluation guide/checklist to record specific procedures accomplished by a student on his/her final performance evaluation for each block of on-the-job training instruction? [SRR 121.375]		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If no or N/A, explain:		
1.19 Do written procedures require the use of a course evaluation form for collection of feedback information from students? [SRR 121.375]		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If no or N/A, explain:		
1.20 Do written procedures require the contracted trainers to follow company established training procedures (e.g., written and practical exam scoring)? [SRR 121.375]		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If no or N/A, explain:		
1.21 Do written procedures outline the use of contracted training (e.g., manufacturer's training)? [SRR 121.375]		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If no or N/A, explain:		
1.22 Do written procedures require that training facilities are: [SRR 121.375]		
1.22.1 Available for use; [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.22.2 Environmentally controlled (e.g., light and heat); and [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.22.3 Equipped with necessary training aids (e.g., tables, chalkboards, mockups)? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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<p>4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>5. Does the air carrier have the resources to support the written procedures for the Maintenance Training Program?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element</p>
<p>7. Are the procedures published in different manuals relating to the Maintenance Training Program consistent?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Maintenance Training Program?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>

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4.2.1 Maintenance Training Program

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Maintenance Training Program to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Training Program.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Maintenance Training Program with appropriate personnel to gain an understanding of the controls.
4. Observe the Maintenance Training Program to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Maintenance Training Program:

1.1 Does the air carrier require a written end of course examination? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Does the air carrier require a minimum passing grade of 80%? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Does the air carrier have and maintain attendance records for each student? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Does the air carrier require a practical exam prior to graduation from specialized training? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Does the air carrier require the student to meet the following performance standards for on-the-job training? [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5.1 Require the student to successfully accomplish the task under the instructor's observation, [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5.2 Require the student to successfully accomplish the task without supervision and [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5.3 Require the (unsupervised) completed task to pass an inspection by the instructor. [SRR 121.375]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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4.2.1 Maintenance Training Program

SECTION 4 – CONTROL ATTRIBUTE

1.6 Does the air carrier require that instructor training includes topics covered in chapters one through five of FAA-H-8083-9? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the air carrier have a written and/or practical exam for instructors (on-the-job training and classroom) that covers both teaching skills, ability, and subject matter? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 Does the air carrier require that instructors (on-the-job training and classroom) pass the exam with an 80% or better, prior to being authorized to teach? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.9 Does the air carrier have a method for authorizing instructors for on-the-job training and/or classroom? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 Does the air carrier require recurrent training for the instructor's re-authorization every 24 months or less? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Does the air carrier have and maintain a standard for on-the-job training instructors/trainers? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Does the air carrier verify the authenticity of previous training in order to provide credit for that training? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 Does the air carrier document, certify, and maintain a record of the method taken to accomplish the previous training credit verification? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 Does the air carrier document and maintain training records? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Does the air carrier provide each course graduate with a certificate of course completion which includes all recorded information pertaining to the completed course (e.g., course title, exam score received, date(s) attended)? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Does the air carrier have and maintain a lesson plan for each block of instruction in each course? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Does the air carrier provide recurrent training within the time period established in the manual (not to exceed 24 months)? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Does the air carrier provide recurrent training in accordance with the manual? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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4.2.1 Maintenance Training Program

SECTION 4 – CONTROL ATTRIBUTE

<p>1.19 Does the air carrier require that on each on-the-job evaluation guide, that all “pass” boxes are checked in order to receive certification of completion for the specified block of instruction? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.20 Does the air carrier provide an evaluation guide to on-the-job trainers for use during each block of on-the-job training instruction? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.21 Does the air carrier have a course evaluation form for collecting feedback information from students on the following items: [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.21.1 Instructor; [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.21.2 Course; and [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.21.3 Facility? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.22 Does the air carrier use only contracted training as a supplement to the maintenance training program? [SRR 121.375]</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2. Do the checks and restraints ensure the desired result is achieved for the Maintenance Training Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Maintenance Training Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Does the air carrier have the resources to support the checks and restraints for the Maintenance Training Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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4.2.1 Maintenance Training Program

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Maintenance Training Program to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Training Program.
2. Discuss the Maintenance Training Program with appropriate personnel to gain an understanding of the process measures.
3. Observe the Maintenance Training Program to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Maintenance Training Program include the following process measurements?

2.1 <i>The air carrier audits the exam (instructor and student exams) to verify that it thoroughly covers the subject matter.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.2 <i>The air carrier audits the attendance records to ensure that students meet the attendance requirement.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.3 <i>The air carrier audits the exam documents to ensure that a passing grade was received by each graduate.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.4 <i>The air carrier proctors the exam (written and/or practical) to ensure that the exam is administered correctly.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.5 <i>The air carrier proctors the on-the-job training to ensure that the on-the-job training is administered correctly.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.6 <i>The air carrier audits instructor training to ensure that it meets the requirements of FAA-H-8083-9 chapters one through five.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.7 *The air carrier audits the classroom training to periodically evaluate all instructors in the following areas:*

2.7.1 <i>Performance;</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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4.2.1 Maintenance Training Program

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

2.7.2 <i>Instruction techniques;</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.7.3 <i>Skills and abilities;</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.7.4 <i>Demonstrated knowledge of subject matter; and</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.7.5 <i>Adherence to lesson plan.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.8 <i>The air carrier audits records of credit granted for previous training to ensure that credit was granted correctly.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.9 <i>The air carrier audits training procedures to ensure that they are effective.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.10 <i>The air carrier audits the training curriculum to verify that each graduate has received training commensurate to their duties.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.11 <i>The air carrier audits training records to ensure that all graduates meet the requirements of the training course(s).</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.12 <i>The air carrier audits the training record to ensure that it is complete and in accordance with the manual procedures.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.13 <i>The air carrier audits lesson plans to determine if they meet the objective for that specific block of instruction.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.14 <i>The air carrier audits training records to ensure that maintenance personnel have completed recurrent training in accordance with the manual.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.15 <i>The air carrier audits on-the-job training evaluation guides to ensure they are specific to the block of on-the-job training instruction being taught.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.16 <i>The air carrier audits on-the-job training evaluation guides to ensure they have been completed in accordance with the manual.</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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4.2.1 Maintenance Training Program

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

<p>2.17 <i>The air carrier uses course evaluation and data to improve the maintenance training.</i></p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2.18 <i>The air carrier periodically audits contracted course(s) and records to ensure that contracted training meets the established company training procedures.</i></p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2.19 <i>The air carrier audits training facilities to ensure that they meet manual requirements.</i></p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>3. Does the air carrier document their process measurement methods and results?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Are the air carrier's process measurement methods effective?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>5. Does the air carrier use their process measurement results to improve their programs?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>6. Are the process measurement results accessible to the FAA?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Maintenance Training Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>8. Does the air carrier have the resources to support the process measurement for the Maintenance Training Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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4.2.1 Maintenance Training Program

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Maintenance Training Program and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Maintenance Training Program.
2. Discuss the Maintenance Training Program with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Maintenance Training Program to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Maintenance Training Program:

1.1 Aircraft Airworthiness Requirements (Element 1.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Appropriate Operational Equipment (Element 1.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Airworthiness Release or Log Book Entry (Element 1.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Maintenance Log/Recording Requirements (Element 1.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 MIS Reports (Element 1.2.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Mechanical Reliability Reports (MRR) (Element 1.2.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 RII (Element 1.3.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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1.10 MEL/CDL/Deferred Maintenance (Element 1.3.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 AD Management (Element 1.3.6)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Control of Calibrated Tools and Test Equipment (Element 1.3.8)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Engineering/Major Repairs and Alterations (Element 1.3.9)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 Parts/Material Control/SUP (Element 1.3.10)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.17 SFAR36 (Element 1.3.12)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.18 DAS (Element 1.3.13)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.19 GMM/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.20 Reliability Program (Element 1.3.15)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.21 Fueling (Element 1.3.16)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.22 Weight and Balance Program (Element 1.3.17)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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4.2.1 Maintenance Training Program

SECTION 6 – INTERFACES ATTRIBUTE

1.23 De-Icing Program (Element 1.3.18)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.24 Lower Landing Minimums (Element 1.3.19)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.25 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.26 Supplemental Operations Manual Requirements (Element 2.1.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.27 RII Training Requirements (Element 4.2.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.28 Line Stations (Servicing and Maintenance) (Element 5.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.29 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.30 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.31 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Maintenance Training Program and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO