THE AERONAUTICAL REPAIR STATION ASSOCIATION'S

DOMESTIC MODEL TRAINING PROGRAM MANUAL

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Preface

Purpose

This Model Training Program is provided as an aid to repair stations to help develop and record activities in their training program, and consists of the following parts—

- Training Program Workbook. The purpose of this workbook is to provide companies with tools to assess and enhance the skills and knowledge of aviation maintenance technicians. It includes definitions, references, suggestions, and a process to help you establish your training program.
- Model Training Program Manual. This template is offered to provide a structured base for writing a manual that describes your training program.
- Individual Forms and Samples. This is a collection of forms and completed samples used in conjunction with the workbook and the Training Program Manual to document the specifics of your training program. Each form and sample is an individual document.

Before beginning to prepare the Training Program Manual ARSA recommends studying the Workbook.

General Instructions

The model manual is in Microsoft Word (Word) 2003 format. It is compatible with Word 2007 and 2010. If the document is updated to a more current version or Word, additional format editing will be required; <u>all</u> <u>editing should be accomplished by someone knowledgeable with that software</u>. It is highly recommended that the editor have advanced knowledge in the following Word functions—

- Cross-References
- Format Painter
- Hyperlinks
- Page Numbering
- Styles
- Table of Contents
- Tables

It is delivered in read-only format; immediately re-save the document using a different file name. Always keep the original version for reference.

ARSA encourages users to work with this manual in the "View Paragraph Marks" and "View Table Gridlines" mode. This permits the user to see the special characters that control the formatting of this document.

Gray, shaded boxes and **bold** text or text in brackets indicate a "**Note to User**." These notes and options guide manual users through the process of modifying the document to reflect the actual practices of the repair station. Every "**Note to User**" must be deleted from the final version of a repair station's manual; all **bold** or bracketed text must be completed or changed to reflect accurate information for the particular repair station.

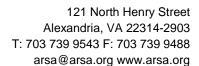
Management and other position titles such as Accountable Manager, Chief Inspector and Quality Manager are used throughout the manual. If a repair station uses different titles for those positions,

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 Revision Number:
 1

 Revision Date:
 10/05/2012

 Original Issue Date:
 10/18/2004





Model Manual Record of Revisions

REVISION NUMBER	REVISION DATE	PARAGRAPH(S) AFFECTED	REVISION DESCRIPTION	
Original	10/18/2004	ALL	Original Issue	
01	10/05/2012	Preface	Updated to include standard ARSA language	
01	10/05/2012	Cover Page	Note to User revised to reflect correct paragraph references.	
01	10/05/2012	Table of Contents	Note to User enhanced to include the use of Microsoft Word "Cross-References" throughout the manual.	
01	10/05/2012	Manual Distribution List	Table modified to support portrait orientation.	
01	10/05/2012	Record of Revisions	Note to User enhanced to introduce the Manual Transmittal Letter.	
			Table modified to support portrait orientation and columns revised to support new process methodology.	
01	10/05/2012	List of Effective	Note to User enhanced to introduce section level revision control.	
		Pages	Table modified to support portrait orientation and columns revised to support new process methodology.	
01	10/05/2012	Section 1	Revised with enhanced revision procedures.	
			Converted definitions to table format.	
01	10/05/2012	Section 2	Added task determination responsibilities.	
			Added form numbers to all forms.	
01	10/05/2012	Section 3	Clarified the difference between types and methods of training.	
			Assigned duties to specific job titles.	
			Added course evaluation and training certificate procedures.	
01	10/05/2012	Section 4	Revised responsibility procedures	
01	10/05/2012	Section 5	Added form numbers	

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Note to User: DELETE THE COVER PAGE AND THE ENTIRE PREFACE FROM THE FINAL VERSION OF THIS MANUAL.

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TRAINING PROGRAM MANUAL

[ENTER REPAIR STATION COMPANY NAME] [ENTER ADDRESS] [ENTER CITY, STATE ZIP] [ENTER PHONE AND FAX NUMBERS]

Federal Aviation Administration (FAA) Air Agency Certificate Number

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Table of Contents

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After the Table of Contents is updated, select Print Preview. This will update all the "Cross-References" to the appropriate paragraph numbers. The manual should then be reviewed for the phrase "Error! Reference source not found." This indicates the cross-referenced paragraph was deleted. The correct cross-reference must be inserted.

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