| Subtitle: T                        | Regulatory Comprehension<br>The Foundation of Airworthiness<br>BD-REG-14-0000-1-0240-TBD  |   |  |  |
|------------------------------------|---|---|--|--|
| Duration:                          | 240 Minutes   | Credit time:  | 4 Hours  |  |
| Presenter:                         | Sarah MacLeod, Managing   | Member  |  |  |
| Short Presenter<br>Biography:      | Klein, P.L.C. and a founder<br>Repair Station Association<br>companies on international a<br>issues for 30 years. Ms. Ma<br>Evergreen State College, Ol   | Sarah MacLeod is managing member of Obadal, Filler, MacLeod & Klein, P.L.C. and a founder and executive director of the <u>Aeronautical</u> Repair Station Association. She has advocated for individuals and companies on international aviation safety law, policy, and compliance issues for 30 years. Ms. MacLeod obtained a bachelor's degree from Evergreen State College, Olympia, Washington, and a law degree from Catholic University of America. |  |  |
| Prerequisite:                      | None  |   |  |  |
| Brief Description:                 | This session gives participa<br>aviation safety regulatory co   |   | •  |  |
| Long Description:                  | <ul> <li>This session provides an ov</li> <li>Laws creating the au agencies that contro maintenance of civil avia</li> <li>Authority and organizat (FAA).</li> <li>Responsibilities of inc Regulations (CFR) to present the set of the</li></ul> | thority and organiza<br>I design, production<br>ation products.<br>ion of the Federal Avi<br>dustry to utilize the  | n, operation, and<br>ation Administration<br>Code of Federal |  |
| Objectives:                        | <ul> <li>Upon completion of this session, participants will have the tools to:</li> <li>Find the federal agencies that control and impact civil aviation businesses.</li> <li>Find titles of the Code of Federal Regulations (CFR) that contain civil aviation requirements.</li> <li>Find the parts, sections, paragraphs, and sub-paragraphs of those minimum standards that directly and indirectly impact day-to-day work.</li> </ul>   |   |  |  |
| Reference Material:                | Title 14 Code of Federal Re<br>Federal Aviation Act<br>Independent Safety Board A<br>Hazardous Materials Transp<br>Omnibus Transportation Em<br>Administrative Procedure Ac<br>Dynamic Regulatory System  | Act<br>portation Act<br>aployees Testing Act<br>ot  |  |  |
| Instruction/Presentatio<br>Method: | n Lecture and group discus reference materials.   | sion with PowerPoir   | t presentation and   |  |

| Title:<br>Subtitle:<br>Identifier: | Regulatory Comprehension<br>The Foundation of Airworthiness<br>TBD-REG-14-0000-1-0240-TBD   |
|------------------------------------|---|
| Training Units:                    | <ul> <li>Segment I — Regulation Creation</li> <li>Introduces the laws, process and resources for developing and complying with the minimum aviation safety standards in Title <u>14</u> of the Code of Federal Regulations (<u>CFR</u>s) including the organization of the FAA and its administrative and oversight responsibilities.</li> <li>Segment II — The Regulations: One by One</li> <li>Introduces the basic safety requirements and obligations, including how to read regulations and a general overview of the parts, subparts and sections that control the design, production, operation and maintenance of civil aviation aircraft.</li> </ul> |
| Target audience:                   | Individuals involved in civil aviation operations, including but not limited<br>to management personnel, engineers, certificated mechanics and non-<br>certificated technicians, inspection personnel and quality control and<br>assurance personnel. This instance was designed for presentation as<br>a series of four hour-long online sessions.   |
| Revision history:                  |   |

| Revision history: |       |  |
|-------------------|-------|--|
| Date              | Level | Description  |
| 05102022          | IR    | Initial setup for tailored training session with client personnel. |

| Title:<br>Subtitle:<br>Identifier:  | ernational Law & Compliance for the Aviation Business<br>one<br>BD-REG-14-0000-1-0240-TBD  |    |  |
|---|--|----|--|
| Duration:   | 240 Minutes Credit time: 4 Hours   |    |  |
| Presenter:  | Sarah MacLeod  |    |  |
| Presenter biography:  | Sarah MacLeod is managing member of Obadal, Filler, MacLeod & Klein and<br>a founder and executive director of the <u>Aeronautical Repair Station</u><br><u>Association</u> . She has advocated for individuals and companies on<br>international aviation safety law, policy and compliance issues for 30 years.<br>Ms. MacLeod obtained a bachelor's degree from Evergreen State College,<br>Olympia, Washington and a law degree from Catholic University of America.   |    |  |
| Prerequisite:   | None.  |    |  |
| Description   | The aviation marketplace is no longer limited by geographic boundaries.<br>Tapping into international markets provides aviation entities an unparalleled<br>opportunity to expand capital and resources, and to improve the "bottom line."<br>However, with international interaction comes new regulations and guidance<br>which can pose unique challenges to a business. From ICAO requirements to<br>bilateral agreements and their technical and maintenance implementation<br>procedures, this session covers the pertinent regulations and guidance<br>impacting the international aviation community and offers effective methods<br>to ensure that your business avoids potential violations. |    |  |
| Reference material:   | eference material:<br>Various ICAO documents available for purchase from ICAO directly or fi<br>an authorized source<br>Various hyperlinked FAA guidance material relating to internatio<br>compliance   |    |  |
| Required reading:   | None.  |    |  |
| Learning objectives:<br>Upon completion of this session, participants will have the tools to under<br>The role of ICAO.<br>The fundamentals of international aviation law.<br>The purpose of bilateral agreements.<br>The U.S. regulatory relationship with key international partners<br>How to approach international compliance. |  | 1: |  |
| Target audience:  | arget audience: Anyone working in aviation.  |    |  |
| Revision history:   |  |    |  |
| Date Created  | vel Revision description   |    |  |
| 04062017 I  | Initial setup for tailored training session with client personnel.   |    |  |

| Subtitle: A          | omplying with Part 145<br>viation Safety Regulations for Repair Stations<br>BD-REG-14-0145-1-0240-TBD   |  |  |
|----------------------|---|--|--|
| Duration:            | 240 Minutes Credit time: 4 Hours  |  |  |
| Presenter:           | Sarah MacLeod   |  |  |
| Presenter biography: | Sarah MacLeod is managing member of Obadal, Filler, MacLeod & Klein and a founder and executive director of the Aeronautical Repair Station Association. She has advocated for individuals and companies on international aviation safety law, policy, and compliance issues for decades. Ms. MacLeod obtained a bachelor's degree from Evergreen State College, Olympia, Washington, and a law degree from Catholic University of America. |  |  |
| Prerequisite:        | None.   |  |  |
| Description          | <ul> <li>This training provides:</li> <li>A thorough review of Title <u>14</u> Code of Federal Regulations (CFR) part <u>145</u>.</li> <li>Some practical implications of obtaining and maintaining an air agency certificate.</li> </ul>   |  |  |
| Reference material:  | <u>14</u> CFR parts <u>43</u> , <u>65</u> , <u>120</u> , <u>121</u> , <u>125</u> , <u>129</u> , <u>135</u> , and <u>145</u><br><u>49</u> CFR part <u>1554</u>   |  |  |
| Required reading:    | None.   |  |  |
| Learning objectives: | <ul> <li>Upon completion of this session, participants will have the tools to understand:</li> <li>Each section and paragraph of <u>14</u> CFR part <u>145</u>.</li> <li>How to research questions relating to work accomplished and approved for return to service by a part <u>145</u> air agency certificate holder.</li> <li>How to distinguish between regulatory compliance and commercial obligations.</li> </ul>                    |  |  |
| Target audience:     | Anyone working in a company that has or wishes to obtain an air agency certificate under $\underline{14}$ CFR part $\underline{145}$ .  |  |  |
| Revision history:    |   |  |  |
| Date Created Leve    | Revision description  |  |  |
| 05102022 IR          | Initial setup for tailored training session with client personnel.  |  |  |

| Subtitle: 0          | 4 Code of Federal Regulations Part 43<br>Overview for Repair Stations<br>IBD-REG-14-0043-1-0120-TBD  |  |  |
|----------------------|--|--|--|
| Duration:            | 60 Minutes Credit time: 2 Hours  |  |  |
| Presenter:           | Sarah MacLeod  |  |  |
| Presenter biography: | Sarah MacLeod is managing member of OFM&K and a founder and<br>executive director of the Aeronautical Repair Station Association. She<br>has advocated for individuals and companies on international aviation<br>safety law, policy and compliance issues since the 1980s. Ms.<br>MacLeod obtained a bachelor's degree from Evergreen State College,<br>Olympia, Washington and a law degree from Catholic University of<br>America.                          |  |  |
| Prerequisite:        | None.  |  |  |
| Description          | This session provides an overview of <u>14</u> CFR part <u>43</u> , Maintenance,<br>Preventive Maintenance, Rebuilding and Alteration.<br>It places the work performed on U.S. civil aircraft in the context of the<br>"aviation safety regulatory chain," explains general definitions and<br>requirements, and the standards that impact these activities.<br>It also connects the requirements of part <u>43</u> to the rules governing<br>repair stations. |  |  |
| Reference material:  | 14 CFR Parts 43 and 145 Matrix   |  |  |
| Required reading:    | None.  |  |  |
| Learning objectives: | <ul> <li>Upon completion of this session, participants will have the tools to understand:</li> <li>The scope and breadth of part <u>43</u>.</li> <li>The persons it impacts.</li> <li>The quality standard applicable to all work performed on civil aviation aircraft.</li> <li>The connection between the requirements of part <u>43</u> and compliance with part <u>145</u>.</li> </ul>   |  |  |
| Target audience:     | Anyone working in aviation maintenance.  |  |  |
| Revision history:    |  |  |  |
| Date Created Leve    | el Revision description  |  |  |
| 06132017 0           | Initial setup for tailored training session with client personnel.   |  |  |
| 06272022 1           | Material revision to build part 145 cross reference.   |  |  |

| Title:<br>Subtitle:<br>Identifier:           | AD Compliance<br>None.<br>TBD-REG-14-003   | 39-1-0060-TBD   |   |         |
|--|--|---|---|---------|
| Duration:                                    | 60 Minutes   |   | Credit time:  | 1 hours |
| Presenter:                                   | Sarah MacLe  | Sarah MacLeod   |   |         |
| Presenter biography:                         | executive dire<br>advocated for<br>policy and co<br>Ms. MacLeod  | Sarah MacLeod is managing member of OFM&K and a founder and<br>executive director of the <u>Aeronautical Repair Station Association</u> . She has<br>advocated for individuals and companies on international aviation safety law,<br>policy and compliance issues for 30 years.<br>Ms. MacLeod obtained a bachelor's degree from Evergreen State College,<br>Olympia, Washington and a law degree from Catholic University of America. |   |         |
| Prerequisite:                                | None.  |   |   |         |
| Description                                  | <ul> <li>What</li> <li>Whot</li> <li>How</li> <li>•</li> </ul>   | surrounding airwor<br>at are airworthiness<br>must comply with a<br>is compliance reco<br>For the maintenance<br>For the owner/opera  | directives and how an<br>airworthiness directive<br>rded?<br>e provider.<br>ator. |         |
| Reference material:                          | <ul> <li>Parts <u>39</u>,</li> <li><u>AC 20-17</u></li> <li>Indicating</li> <li><u>AC 39-71</u></li> <li><u>AC 39-9</u></li> <li><u>8040.1C</u></li> <li><u>IR-M 804</u></li> <li><u>8110.103</u></li> </ul> | FAA Approval on S<br>- Airworthiness Dire<br>- Airworthiness Dire<br>- Airworthiness Dire<br>0.1C - Airworthiness<br>B - Alternative Meth   | Service Documents<br>ectives<br>ctives Management F<br>ctives                     | AMOC)   |
| Required reading:                            | None.  |   |   |         |
| What   Who                                   |  | airworthiness direction<br>t comply and how co<br>provide comment o   | ve is, how and why it<br>ompliance is recorded                                    |         |
| Target audience: Anyone working in aviation. |  |   |   |         |
| Revision history:                            |  |   |   |         |
| Date Created                                 | evel Revisio   | n description   |   |         |
| 20190308                                     | ) Initial R  | elease  |   |         |

| Title:<br>Subtitle:<br>Identifier: | Audit Activism<br>None<br>TBD-REG-14-0013-1-0240-TBD  |
|------------------------------------|---|
| Duration:                          | 240 Minutes Credit time: 4 Hours  |
| Presenter:                         | Sarah MacLeod   |
| Presenter biograph                 | y: <u>Sarah MacLeod</u> is managing member of <u>Obadal</u> , <u>Filler</u> , <u>MacLeod &amp;</u><br><u>Klein</u> , <u>P.L.C.</u> and a founder and executive director of the <u>Aeronautical</u><br><u>Repair Station Association</u> . She has advocated for individuals and<br>companies on international aviation safety law, policy and compliance<br>issues for 30 years. Ms. MacLeod obtained a bachelor's degree from<br>Evergreen State College, Olympia, Washington and a law degree from<br>Catholic University of America. |
| Prerequisite:                      | None.   |
| Description                        | Instruction in establishing a proactive approach to audits, starting with<br>the differences between regulatory compliance and business<br>requirements. Continuing with creating appropriate interfaces among<br>the certificate holder(s), the government(s) and the customer (since all<br>three must work together) to establish regulatory and business<br>compliance. Concluding with steps and tips on how to manage an audit<br>process that ensures responses are appropriate, timely and effective.                           |
| Reference material                 | Regulatory Research Guide<br><u>49 United States Code</u> (U.S.C.)<br><u>Title 14 Code of Federal Regulations</u> (CFR)   |
| Required reading:                  | None.   |
| Learning objectives                | <ul> <li>Upon completion of this course, participants will understand:</li> <li>The impact of government rules and customer requirements on audit roles.</li> <li>How to establish positive long-term relationships with government and customer representatives.</li> <li>How to prepare for internal and external audits and follow through in order to make the most out of these experiences.</li> </ul>  |
| Target audience:                   | Customer service representatives, sales teams, operational and maintenance professionals, auditors, quality control and assurance professionals.  |
| Revision history:                  |   |
| Date Created                       | evel Revision description   |
| 04062017 I                         | R Initial setup for tailored training session with client personnel.  |

| Subtitle: No                 | olic Aircraft<br>ne<br>IENT-REG-49-0401-1-0240-TBD   |
|------------------------------|--|
| Duration:                    | 240 Minutes Credit time: 4 Hours   |
| Presenters:                  | Marshall S. Filler & Christian A. Klein, Managing Members  |
| Short Presenter Biographies: | <u>Marshall S. Filler</u> is managing member of <u>OFM&amp;K</u> and the managing director and general counsel of the <u>Aeronautical Repair Station Association</u> . He has advocated for individuals and companies on international aviation safety law, policy and compliance issues for over 40 years. Mr. Filler obtained his bachelor of arts and law degrees from The American University in Washington, D.C.  |
|                              | Christian A. Klein is the managing member of <u>OFM&amp;K</u> overseeing the firm's policy<br>advocacy practice. He represents trade associations as a registered federal lobbyist<br>and provides strategic communications and legal counsel services to clients. He is<br>executive vice president of the <u>Aeronautical Repair Station Association</u> . Mr. Klein is a<br>member of the University of Virginia's adjunct faculty. Mr. Klein obtained a bachelor's<br>degree with honors in international relations from the College of William and Mary, a<br>law degree and a master's in congressional politics from the Catholic University of<br>America. |
| Prerequisite:                | None   |
| Brief Description:           | This session provides instruction on the statutory provisions and FAA guidance governing public aircraft operations (PAO).   |
| Long Description:            | <ul> <li>This course provides instruction on the statutory provisions and FAA guidance governing public aircraft operations.</li> <li>It covers:         <ul> <li>The requirements for an aircraft to be operated as a public aircraft;</li> <li>What constitutes an eligible governmental function and the practical implications of using the same aircraft to conduct both civil and public operations; and</li> <li>FAA policy regarding operations conducted under contract for a government entity.</li> </ul> </li> <li>Finally, it provides an opportunity for attendees to test their knowledge through case studies.</li> </ul>                          |
| Goals & Objectives:          | <ul> <li>Upon completion of this course, participants will understand:</li> <li>Aircraft eligibility requirements</li> <li>Qualification requirements for operating a public aircraft.</li> <li>Methods for ensuring your company negotiates the land mines associated with public aircraft operations.</li> </ul>   |
| Reference Material:          | Regulatory Research Guide<br>49 United States Code (U.S.C.) §§ <u>40125</u> and <u>40102</u><br>14 CFR <u>§1.1</u><br>FAA public aircraft policy ( <u>76 FR 16349</u> , March 23, 2011), AC <u>91-91</u> (Maintaining<br>Public Aircraft), AC <u>00.1-1A</u> (Public Aircraft Operations)<br><u>Order 8900.1, volume 3, chapter 14, section 1</u> and <u>chapter 13, section 2</u><br>FAA legal interpretations pertaining to POA  |
| Presentation Method:         | Lecture and group discussion with PowerPoint presentation and reference materials.   |
| Training Units:              | Segment One – Statutes and Regulations<br>Segment Two – FAA Policies and Procedures<br>Segment Three – Applying the Law and Concepts: Case Study   |

| Title:<br>Subtitle:<br>Identifier: | Public Aircraft<br>None<br>CLIENT-REG-49-0401-1-0240-TBD |   |
|------------------------------------|--|---|
|                                    | ULI  | ENT-NEG-49-0401-1-0240-16D  |
| Target audience:                   |  | Business and aircraft owners, management personnel, pilots, directors of maintenance, directors of operations and others that need a comprehensive understanding of the requirements for operating public aircraft. |
| Revision history:                  |  |   |
| Date Created                       | Level  | Revision description  |
| 07142022                           | 2.3  | Presenter update for 2023 administration.   |
| 05202021                           | 2.2  | Reference and presenter update for 2022 administration.   |
| 20200722                           | 2.1  | Reference and presenter update for 2021 administration.   |
| 20190508                           | 2  | Updates for 2020 administration.  |
| 20180522                           | 1  | Updates for 2019 administration.  |
| 20170614                           | 0  | Initial release.  |