## Presentation Syllabus

<table>
<thead>
<tr>
<th>Title:</th>
<th>Regulatory Comprehension</th>
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</thead>
<tbody>
<tr>
<td>Subtitle:</td>
<td>The Foundation of Airworthiness</td>
</tr>
<tr>
<td>Identifier:</td>
<td>TBD-REG-14-0000-1-0240-TBD</td>
</tr>
<tr>
<td>Duration:</td>
<td>240 Minutes</td>
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<tr>
<td>Credit time:</td>
<td>4 Hours</td>
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<tr>
<td>Presenter:</td>
<td>Sarah MacLeod, Managing Member</td>
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<tr>
<td>Short Presenter</td>
<td>Sarah MacLeod</td>
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<tr>
<td>Biography:</td>
<td>Managing member of Obadal, Filler, MacLeod &amp; Klein, P.L.C. 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 30 years. Ms. MacLeod obtained a bachelor's degree from Evergreen State College, Olympia, Washington, and a law degree from Catholic University of America.</td>
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<tr>
<td>Prerequisite:</td>
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<tr>
<td>Brief Description:</td>
<td>This session gives participants the tools to understand and manage aviation safety regulatory compliance requirements.</td>
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| Long Description: | This session provides an overview of the –  
  - Laws creating the authority and organization of the federal agencies that control design, production, operation, and maintenance of civil aviation products.  
  - Authority and organization of the Federal Aviation Administration (FAA).  
  - Responsibilities of industry to utilize the Code of Federal Regulations (CFR) to protect interests and maintain compliance. |
| Objectives:     | Upon completion of this session, participants will have the tools to:  
  - Find the federal agencies that control and impact civil aviation businesses.  
  - Find titles of the Code of Federal Regulations (CFR) that contain civil aviation requirements.  
  - Find the parts, sections, paragraphs, and sub-paragraphs of those minimum standards that directly and indirectly impact day-to-day work. |
| Reference Material: |  
  - Title 14 Code of Federal Regulations (CFR)  
  - Federal Aviation Act  
  - Independent Safety Board Act  
  - Hazardous Materials Transportation Act  
  - Omnibus Transportation Employees Testing Act  
  - Administrative Procedure Act  
  - Dynamic Regulatory System |
| Instruction/Presentation Method: | Lecture and group discussion with PowerPoint presentation and reference materials. |
Title: Regulatory Comprehension
Subtitle: The Foundation of Airworthiness
Identifier: TBD-REG-14-0000-1-0240-TBD

Training Units:

Segment I — Regulation Creation
Introduces the laws, process and resources for developing and complying with the minimum aviation safety standards in Title 14 of the Code of Federal Regulations (CFRs) including the organization of the FAA and its administrative and oversight responsibilities.

Segment II — The Regulations: One by One
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.

Target audience: Individuals involved in civil aviation operations, including but not limited to management personnel, engineers, certificated mechanics and non-certificated technicians, inspection personnel and quality control and assurance personnel. This instance was designed for presentation as a series of four hour-long online sessions.

Revision history:

Date     Level Description
05102022 IR Initial setup for tailored training session with client personnel.
Title: International Law & Compliance for the Aviation Business
Subtitle: None
Identifier: TBD-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, Fillier, 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 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.
Description: The aviation marketplace is no longer limited by geographic boundaries. Tapping into international markets provides aviation entities an unparalleled opportunity to expand capital and resources, and to improve the “bottom line.” However, with international interaction comes new regulations and guidance which can pose unique challenges to a business. From ICAO requirements to bilateral agreements and their technical and maintenance implementation procedures, this session covers the pertinent regulations and guidance impacting the international aviation community and offers effective methods to ensure that your business avoids potential violations.

Reference material: Regulatory Research Guide
Various ICAO documents available for purchase from ICAO directly or from an authorized source
Various hyperlinked FAA guidance material relating to international compliance

Required reading: None.
Learning objectives: Upon completion of this session, participants will have the tools to understand:
• The role of ICAO.
• The fundamentals of international aviation law.
• The purpose of bilateral agreements.
• The U.S. regulatory relationship with key international partners.
• How to approach international compliance.

Target audience: Anyone working in aviation.
Revision history:

Date Created  Level  Revision description
04062017  IR  Initial setup for tailored training session with client personnel.
Title: Complying with Part 145  
Subtitle: Aviation Safety Regulations for Repair Stations  
Identifier: TBD-REG-14-0145-1-0240-TBD

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<th>Duration:</th>
<th>240 Minutes</th>
<th>Credit time:</th>
<th>4 Hours</th>
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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: This training provides:
- Some practical implications of obtaining and maintaining an air agency certificate.

Reference material: 14 CFR parts 43, 65, 120, 121, 125, 129, 135, and 145  
49 CFR part 1554

Required reading: None.

Learning objectives: Upon completion of this session, participants will have the tools to understand:
- Each section and paragraph of 14 CFR part 145.  
- How to research questions relating to work accomplished and approved for return to service by a part 145 air agency certificate holder.  
- How to distinguish between regulatory compliance and commercial obligations.

Target audience: Anyone working in a company that has or wishes to obtain an air agency certificate under 14 CFR part 145.

Revision history:

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<td>05102022</td>
<td>IR</td>
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Title: 14 Code of Federal Regulations Part 43
Subtitle: Overview for Repair Stations
Identifier: TBD-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 executive director of the Aeronautical Repair Station Association. She has advocated for individuals and companies on international aviation safety law, policy and compliance issues since the 1980s. 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: This session provides an overview of 14 CFR part 43, Maintenance, Preventive Maintenance, Rebuilding and Alteration. It places the work performed on U.S. civil aircraft in the context of the “aviation safety regulatory chain,” explains general definitions and requirements, and the standards that impact these activities. It also connects the requirements of part 43 to the rules governing repair stations.

Reference material: 14 CFR Parts 43 and 145 Matrix
Required reading: None.
Learning objectives: Upon completion of this session, participants will have the tools to understand:
- The scope and breadth of part 43.
- The persons it impacts.
- The quality standard applicable to all work performed on civil aviation aircraft.
- The connection between the requirements of part 43 and compliance with part 145.

Target audience: Anyone working in aviation maintenance.

Revision history:

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<td>Initial setup for tailored training session with client personnel.</td>
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<tr>
<td>06272022</td>
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<td>Material revision to build part 145 cross reference.</td>
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Title: AD Compliance  
Subtitle: None.  
Identifier: TBD-REG-14-0039-1-0060-TBD

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<th>1 hours</th>
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<td>Presenter:</td>
<td>Sarah MacLeod</td>
<td>Presenter biography:</td>
<td>Sarah MacLeod is managing member of OFM&amp;K 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 30 years. Ms. MacLeod obtained a bachelor’s degree from Evergreen State College, Olympia, Washington and a law degree from Catholic University of America.</td>
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| Prerequisite:| None. | Description: This course reviews—  
- The rules surrounding airworthiness directives.  
- What are airworthiness directives and how are they created?  
- Who must comply with airworthiness directives?  
- How is compliance recorded?  
  - For the maintenance provider.  
  - For the owner/operator.  
- A method for commenting on airworthiness directives (or any rule for that matter). |
| Reference material: | Regulatory Research Guide  
- Parts 39, 43 and 91  
- AC 20-176A - Service Bulletins Related to Airworthiness Directives and Indicating FAA Approval on Service Documents  
- AC 39-7D - Airworthiness Directives  
- AC 39-9 - Airworthiness Directives Management Process  
- 8040.1C - Airworthiness Directives  
- IR-M 8040.1C - Airworthiness Directives Manual  
- 8110.103B - Alternative Methods of Compliance (AMOC)  
- 8110.117A - Service Bulletins Related to Airworthiness Directives |
| Required reading: | None. | Learning objectives: Upon completion of this session, participants will have the tools to understand:  
- What an airworthiness directive is, how and why it is created.  
- Who must comply and how compliance is recorded.  
- How to provide comment on proposed rules, including airworthiness directives. |
| Target audience: | Anyone working in aviation. |
| Revision history: | Date Created | Level | Revision description |
| 20190308 | 0 | Initial Release |
Title: Audit Activism
Subtitle: None
Identifier: TBD-REG-14-0013-1-0240-TBD

Duration: 240 Minutes  Credit time: 4 Hours
Presenter: Sarah MacLeod
Presenter biography: Sarah MacLeod is managing member of Obadal, Filler, MacLeod & Klein, P.L.C, 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 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.
Description: Instruction in establishing a proactive approach to audits, starting with the differences between regulatory compliance and business requirements. Continuing with creating appropriate interfaces among the certificate holder(s), the government(s) and the customer (since all three must work together) to establish regulatory and business compliance. Concluding with steps and tips on how to manage an audit process that ensures responses are appropriate, timely and effective.

Reference material: Regulatory Research Guide
49 United States Code (U.S.C.)
Title 14 Code of Federal Regulations (CFR)

Required reading: None.
Learning objectives: Upon completion of this course, participants will understand:
• The impact of government rules and customer requirements on audit roles.
• How to establish positive long-term relationships with government and customer representatives.
• How to prepare for internal and external audits and follow through in order to make the most out of these experiences.

Target audience: Customer service representatives, sales teams, operational and maintenance professionals, auditors, quality control and assurance professionals.

Revision history:
Date Created  Level  Revision description
04062017  IR  Initial setup for tailored training session with client personnel.
Title: Public Aircraft  
Subtitle: None  
Identifier: CLIENT-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: Marshall S. Filler is managing member of OFM&K and the managing director and general counsel of the Aeronautical Repair Station Association. 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 OFM&K overseeing the firm’s policy advocacy practice. He represents trade associations as a registered federal lobbyist and provides strategic communications and legal counsel services to clients. He is executive vice president of the Aeronautical Repair Station Association. Mr. Klein is a member of the University of Virginia’s adjunct faculty. Mr. Klein obtained a bachelor’s degree with honors in international relations from the College of William and Mary, a law degree and a master’s in congressional politics from the Catholic University of America.

Prerequisite: None  

Brief Description: This session provides instruction on the statutory provisions and FAA guidance governing public aircraft operations (PAO).

Long Description:  
- This course provides instruction on the statutory provisions and FAA guidance governing public aircraft operations.  
- It covers:  
  - The requirements for an aircraft to be operated as a public aircraft;  
  - What constitutes an eligible governmental function and the practical implications of using the same aircraft to conduct both civil and public operations; and  
  - FAA policy regarding operations conducted under contract for a government entity.  
- Finally, it provides an opportunity for attendees to test their knowledge through case studies.

Goals & Objectives: Upon completion of this course, participants will understand:  
- Aircraft eligibility requirements  
- Qualification requirements for operating a public aircraft.  
- Methods for ensuring your company negotiates the land mines associated with public aircraft operations.

Reference Material: Regulatory Research Guide  
49 United States Code (U.S.C.) §§ 40125 and 40102  
14 CFR §1.1  
FAA public aircraft policy (76 FR 16349, March 23, 2011), AC 91-91 (Maintaining Public Aircraft), AC 00.1-1A (Public Aircraft Operations)  
Order 8900.1, volume 3, chapter 14, section 1 and chapter 13, section 2  
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  
Segment Two – FAA Policies and Procedures  
Segment Three – Applying the Law and Concepts: Case Study
Title: Public Aircraft
Subtitle: None
Identifier: CLIENT-REG-49-0401-1-0240-TBD

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:
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<td>07142022</td>
<td>2.3</td>
<td>Presenter update for 2023 administration.</td>
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<td>05202021</td>
<td>2.2</td>
<td>Reference and presenter update for 2022 administration.</td>
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<td>20200722</td>
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<td>Reference and presenter update for 2021 administration.</td>
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<td>20190508</td>
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<td>Updates for 2020 administration.</td>
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<td>20180522</td>
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<td>Updates for 2019 administration.</td>
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<tr>
<td>20170614</td>
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<td>Initial release.</td>
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