

Maintenance Training Program

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0.2 Revision Summary

Revision Number	Revision Date
2	2019-02-25
3	2021-01-25

0.3 Change Log

Page	Date	Author	Comment
0-6	2021-01-25	Sarah Zimmerman	Updated to show recurrent training every 24 months

0.4 List of Effective Pages

Chapter	Page	Revision	Date	Chapter	Page	Revision	Date
		2	2019-02-25	6	1	2	2019-02-25
		2	2019-02-25	6	2	2	2019-02-25
0	1	3	2021-01-25	7	1	2	2019-02-25
0	2	3	2021-01-25	7	2	2	2019-02-25
0	3	3	2021-01-25	8	1	2	2019-02-25
0	4	3	2021-01-25	8	2	2	2019-02-25
0	5	2	2019-02-25	9	1	2	2019-02-25
0	6	3	2021-01-25	9	2	2	2019-02-25
0	7	2	2019-02-25	10	1	2	2019-02-25
0	8	2	2019-02-25	10	2	2	2019-02-25
0	9	2	2019-02-25	11	1	2	2019-02-25
0	10	2	2019-02-25	11	2	2	2019-02-25
1	1	2	2019-02-25	12	1	2	2019-02-25
1	2	2	2019-02-25	12	2	2	2019-02-25
2	1	2	2019-02-25	13	1	2	2019-02-25
2	2	2	2019-02-25	13	2	2	2019-02-25
3	1	2	2019-02-25	14	1	2	2019-02-25
3	2	2	2019-02-25	14	2	2	2019-02-25
4	1	2	2019-02-25	15	1	2	2019-02-25
4	2	2	2019-02-25	15	2	2	2019-02-25
5	1	2	2019-02-25	16	1	2	2019-02-25
5	2	2	2019-02-25	16	2	2	2019-02-25

0.5 Training Responsibilities and Objectives

TRAINING RESPONSIBILITIES

It is the responsibility of Tradewind Aviation to insure that all training is carried out as prescribed by this manual. It is the responsibility of the Director of Maintenance to ensure all of their staff is current and qualified in the functions they operate in.

RECURRENT TRAINING OBJECTIVES

The objective is to provide annual training to a mechanic who has been previously trained and qualified by Tradewind Aviation. OJT recurrent training may be substituted in lieu of Initial classroom training. However a supervising mechanic must sign the record of training after the employee successfully demonstrates the given task.

COMPLETION STANDARDS

Completion is based on proficiency. Mechanics must demonstrate satisfactory performance through formal and informal examinations in the classroom and OJT to ensure they meet the knowledge and skill requirements necessary to meet the course objectives.

The required standards will be discussed with the mechanic being trained.

0.6 Maintenance Operations Curriculum Segment Training Table

Curriculum	Initial New Hire	Recurrent – Every 24 Months
Towing	X	+
MX Release	X	+
Hangar Door Ops	X	+
Scissor Lift	#	+
Engine Runs	#	+
Fork Lift	#	+
Manual Training	X	+
Hangar Safety	X	+
Consumables	X	+
Calibrated Tools	X	+
HAZMAT	X	+
Aircraft Taxiing	#	+
MX Control	X	+

+ Biennial once qualified to maintain qualification

Optional, must be in addition to other required segments

Figure 1. Maintenance Operations Curriculum Segment Training Table

0.7 Maintenance Record of Training

This form is located in the Controlled Documents located on the shared drive.



Maintenance Record of Training

Tradewind Aviation, LLC TWYA123K

Mechanic Name: _____

	Training Category	Hours Required	Date	Instructor Initials
Towing	<input type="checkbox"/> INE <input type="checkbox"/> REC	1.0		
MX Release	<input type="checkbox"/> INE <input type="checkbox"/> REC	2.0		
Hangar Door Ops	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
Scissor Lift	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
Engine Runs	<input type="checkbox"/> INE <input type="checkbox"/> REC	1.0		
Fork Lift	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
Manual Training	<input type="checkbox"/> INE <input type="checkbox"/> REC	2.0		
Hangar Safety	<input type="checkbox"/> INE <input type="checkbox"/> REC	1.0		
Consumables	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
Calibrated Tools	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		

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Hazmat	Training Category	Hours Required	Date	Instructor Initials
	<input type="checkbox"/> INE <input type="checkbox"/> REC	1.0		
Aircraft Taxing	Training Category	Hours Required	Date	
	<input type="checkbox"/> INE <input type="checkbox"/> REC	1.0		
MEL	Training Category	Hours Required	Date	
	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
RVSM	Training Category	Hours Required	Date	
	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
Maintenance Control Procedures	Training Category	Hours Required	Date	
	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
On-Call Mechanic	Training Category	Hours Required	Date	
	<input type="checkbox"/> INE <input type="checkbox"/> REC	0.5		
I certify my initials above indicate the student has completed the approved Tradewind Aviation curriculum and is knowledgeable and proficient in designated subjects.		Initials/Print Instructor Name/Instructor Signature Date		
I certify my initials above indicate the student has completed the approved Tradewind Aviation curriculum and is knowledgeable and proficient in designated subjects.		Initials/Print Instructor Name/Instructor Signature Date		
I certify my initials above indicate the student has completed the approved Tradewind Aviation curriculum and is knowledgeable and proficient in designated subjects.		Initials/Print Instructor Name/Instructor Signature Date		

Certified by: _____	Title: _____
Certifier's signature: _____	Date: _____
Mechanic's signature: _____	Date: _____

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0.8 Contract Training

[RESERVED]

0.9 Instructional Delivery Methods (IDM)/Courseware (CW)

NOTE: Supervisors will use the most suitable Instructional Delivery Methods and Courseware available to conduct training. A specific list of the applicable Instructional Delivery Methods and Courseware used for each curriculum segment is shown in the following table.

Curriculum Segment	IDM	CW
Towing	A,B,C,D,E	1,2,3,4
MX Release	A,B,C,D	1,2,3,4
Hangar Door Ops	A,B,C,D	1,2,3,4
Scissor Lift	A,C,D	1,2,3,4
Engine Runs	A,B,C,D,E	1,2,3,4
Fork Lift	A,B,C,D	2,3,4
Manual Training	A,B,C,D	1,2,3,4
Hangar Safety	A,B,C,E	1,2,3,4
Consumables	A,B,D	1,2,4
Calibrated Tools	A,B,D	1,2,4
HAZMAT	A,B,D,E	1,2,4
Aircraft Taxiing	A,B,C,D,E	1,2,3,4
MX Control	A,B,C,D,E	1,2,3,4

Instructional Delivery Methods Legend

Courseware Legend

A	Lecture	1	Slide/Computer
B	Audiovisual	2	Handouts
C	Demonstration	3	Demonstration
D	OJT (On the job Training)	4	Lesson Plans/Syllabuses
E	Aircraft		

TOWING**OBJECTIVE OF TRAINING**

To familiarize employee with all towing operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

Satisfactory demonstration of all towing operations.

1. Review of tug operations
 - a. Starting and Stopping
 - b. Review of gear selection (if needed)
 - c. Setting the parking brake
2. Review of tow bar operations
 - a. Tow bar selection
 - b. Hooking the tow bar to the aircraft
 - c. Hooking the tow bar to the tug
3. Review of tow limits
 - a. Review of tow limits on Pilatus PC-12
 - b. Review of tow limits on CJ-3
4. Towing procedures
 - a. Use of wing walkers if possible and review of commands and signs. Positioning of wing walkers and responsibilities.
 - b. Procedures for towing when wing walkers are not available.
 - c. Towing on an active taxiway. Review of radio commands and required equipment.
 - d. Chocking aircraft

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MX RELEASE**OBJECTIVE OF TRAINING**

To familiarize the employee with the processes involved in maintenance release procedures.

PLANNED TRAINING HOURS

Ground Training 2.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Completion of work order
 - b. Review and complete all block of work order I/A/W AAIP/ GOM.
 - c. Verify all discrepancy are cleared or deferred
2. Completion of required log entry
 - a. Scheduled and Unscheduled Inspections
3. Updating MX tracking
 - a. Review MX tracking for work complete
4. Updating aircraft Status Sheet
 - a. Update status sheet based off of MX tracking
5. Updating aircraft MX release in Astro
 - a. Update MX release in Astro to include MX extensions
 - b. Verify updated MX release with MX tracking
 - c. Verify Astro has updated with new MX release
6. Notifying Dispatch of release
 - a. Email dispatch (dispatch@flytradewind.com)
 - b. Identify the aircraft being released and any open restrictions

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HANGAR DOOR OPS**OBJECTIVE OF TRAINING**

To familiarize employee with all Hangar Door operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review of door controls
 - b. Door open
 - c. Door close
 - d. Emergency stop
 - e. Circuit breaker
2. Review of safety precaution while operating the door
 - a. Verify no obstruction inside and out of the door movement area
 - b. Make sure the warning bell is operating while the door is in motion
3. Winter Operations

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SCISSOR LIFT**OBJECTIVE OF TRAINING**

To familiarize employee with all Scissor Lift operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review of Controls
 - b. Steering
 - c. Reverse
 - d. FWD
 - e. Down
 - f. Up
 - g. Stop
 - h. Start
2. Safety Precautions
 - a. No forward or aft movement while the lift is extended
 - b. Only use lift on flat level ground
 - c. Do not climb lift while extended
 - d. Use spotters while in tight areas or close to aircraft
3. Charging
 - a. Review of charging procedures

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MANUAL TRAINING**OBJECTIVE OF TRAINING**

To familiarize employee with recognizing and using pertinent manuals and to understand revision control procedures.

PLANNED TRAINING HOURS

Ground Training 2.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all tasks:
 - a. Review of controlled manuals/ programs
 - b. How to use the manual
 - c. How to find most current revision
2. Review of uncontrolled manuals/ programs and policies
 - a. How to find the most current revision
 - b. How to use the manual/ program or policy
3. Review of Maintenance Manuals, CMM, SRM,IPC
 - a. How to find the most current revision
 - b. How to the most current revision

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FORK LIFT**OBJECTIVE OF TRAINING**

To familiarize employee with all Fork Lift operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review of controls
 - b. Tilting the fork
 - c. Raising and lowering the forks
 - d. Adjusting the forks
 - e. Setting the parking brake
 - f. Stopping
 - g. Starting
2. Safety Precautions
 - a. Locating the fork lift capacity
 - b. Set parking brake before exiting fork lift
 - c. No riding on forks
 - d. Use a spotter in tight areas

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AIRCRAFT TAXING**OBJECTIVE OF TRAINING**

To familiarize employee with all Aircraft Taxing operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review radio calls
 - b. Review braking procedures
 - c. Review use of beta (if applicable)
 - d. Practice taxiing aircraft
 - e. Safety precautions
 - i. CAUTIONS
 - a. Never taxi close to a building or other moving vehicles
 - b. Keep speed in control and never over 5 knots
 - c. Always turn on taxi light while taxiing
 - d. Always turn on strobes when crossing runways

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ENGINE RUNS**OBJECTIVE OF TRAINING**

To familiarize employee with all Engine Run operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review of POH check list for before start and starting
 - b. Check oil prior to start.
 - c. Check engine compartment prior to start
 - d. Review hot start procedures
 - e. Review hung start procedures
 - f. Review dry motor procedures
 - g. Practice starting engine
 - h. Safety precautions
 - i. CAUTIONS
 - a. Make sure aircraft area is clear prior to start
 - b. Monitor all engine indications for operating limits
 - c. When in doubt shut it down

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HANGAR SAFETY**OBJECTIVE OF TRAINING**

To familiarize employee with all Hangar operations and safety considerations.

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Wet Floors
 - i. Set wet floor signs in areas where the floor is wet
 - ii. Try and clean any oil, water or debris as soon as possible
 - b. Safety Glasses
 - i. Use safety glasses whenever cutting, grinding, spraying, or using compressed fluid, gas, or air
 - c. Ear Protection
 - i. Tradewind Aviation provide ear protect to all employees. Employees should wear ear protection anytime they are around noise that is louder than normal speaking voices.

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CALIBRATED TOOLS**OBJECTIVE OF TRAINING**

To familiarize employee with the calibrated tools program and the process involved to maintain and use calibrated tools.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Using Calibrated Tools
 - i. Calibrated tools must be used when complying with any test per the manufactures' instruction that require units of measurement.
 - ii. Mechanics are responsible for verifying calibrated tools have been calibrated within the last year.
 1. Review of calibration logs and tracking

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CONSUMABLES**OBJECTIVE OF TRAINING**

To familiarize employee with processes, procedures, and regulations with using and storing consumables.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Review of consumable products
 - b. Review of where to find expiration dates
 - c. Responsibilities of mechanics as it pertains to consumable expiration dates

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MEL**OBJECTIVE OF TRAINING**

To familiarize employee with the different aircraft MEL's, their procedures, and the process when a discrepancy is found and the item is deferrable.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Correctly completing a discrepancy log
 - b. Correctly identifying deferrable items
 - c. The process and discussion with a pilot asking to defer inoperable equipment
 - d. Familiarization with all available MELs

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RVSM**OBJECTIVE OF TRAINING**

To familiarize employee with RVSM Maintenance Manual.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

Mandatory training will include:

1. Review of 14 CFR Part 91, Appendix G – Operations in Reduced Vertical Separation Minimum (RVSM) Airspace.
2. Special emphasis will be placed on the additional inspection criteria for RVSM aircraft, which includes but is not limited to the following:
 - a. Aircraft Flight Manual Revisions
 - b. Aircraft Maintenance Manual Revisions
 - c. Aircraft Illustrated Parts Catalog Revisions
 - d. Revisions to approved maintenance program and/ or existing manual procedures
 - e. Minimum Equipment List Items (RVSM components)

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HAZMAT**OBJECTIVE OF TRAINING**

To provide employee with the necessary knowledge and preparation for recognizing hazardous material in accordance with 14 CFR Part 135.503

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Tradewind Aviation Procedures
 - i. Company Will-NOT Carry Policies
 - ii. Tradewind Procedures (Operations Manual)
 - iii. Responsibilities of Tradewind Personnel
 - iv. Procedures for Adequate Training on Recognition of Items Classified as Hazardous Material or Dangerous Material
 - v. Instructions to insure no Hazardous Material Packages are Accepted
 - vi. Procedures and Instructions for Reporting Damage to Possible Hazardous Material (in accordance with 49 CFR Parts 171, 172, and 175)
 - b. Hazardous Material Recognition
 - i. Transportation of Restricted Articles
 - ii. Passenger/Crew Carrying of Articles
 - iii. Non Acceptance of Restrictive Articles
 - iv. Definitions of Article
 - v. Identification Articles - Labeling and Marking
 - vi. Unmarked and Hidden Hazmat
 - vii. Handling Limitations/Disposal
 - viii. Suspicious Cargo and Baggage Awareness
 - ix. Reporting Incidents
 - x. Regulations and Definitions (14 CFR 135 Subpart K, 49 CFR Parts 100-185, 14 CFR Part 121 Appendix O)
 - xi. Appendix O Items
 1. General Philosophy
 2. Limitations
 3. Labeling and Marking
 4. Recognition of Undeclared Hazardous Materials

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Maintenance Control**OBJECTIVE OF TRAINING**

To familiarize the employee with the processes involved in Maintenance Control Procedures

PLANNED TRAINING HOURS

Ground Training0.5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Contacting Maintenance Control
 - b. Acting Maintenance Control
2. Maintenance Control Duties and Responsibilities
 - a. Gathering Information
 - b. Transferring Information
 - c. Updating Dispatch
 - d. Formulating a Plan
 - e. Communicating with Dispatch

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Maintenance On-Call Procedures

OBJECTIVE OF TRAINING

To familiarize the employee with the processes involved in Maintenance On-Call Procedures

PLANNED TRAINING HOURS

Ground Training5

COMPLETION STANDARDS

1. Satisfactory demonstration of all operations:
 - a. Hours of Operation
 - b. Duties and Responsibilities

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