

4. ASI CHECKLIST TO FACILITATE TRAINING PROGRAM APPROVAL.

A. This checklist is to be used as a minimum standard to assist the ASI in establishing a basis for approval of the training program required by 14 CFR part 145, § 145.163. The elements identified on the checklist are derived from regulatory requirements and accepted industry practices. The checklist may be altered or modified to fit a wide range of applications in order to attain an acceptable comfort level for the approving inspector. It is recommended that this form or a similar form used by the approving official be retained by the CHDO.

B. Repair Station Certificate Number: _____	YES	NO
1. Is the manual identified with Company name, address, certificate number, and other contact information appropriate to this manual (phone, fax, e-mail, etc.)?	_____	_____
2. Does the manual have a control system?	_____	_____
3. Does the control system include a distribution list identifying a particular manual to a person or location?	_____	_____
4. Does the manual contain an adequate revision system to allow an easy determination of currency and person responsible for inserting the revision?	_____	_____
5. Is there a procedure for submitting revisions to the CHDO for approval and retaining records for a 2-year minimum?	_____	_____
6. Does the training program have provisions for initial and recurrent training?	_____	_____
7. Does the training program adequately identify task functions for the performance of maintenance or inspection functions?	_____	_____
8. Does the training program adequately ensure that each employee performing a maintenance or inspection function is capable of performing the assigned task?	_____	_____
9. Are individual training requirements identified and documented in an acceptable manner?	_____	_____
10. Is there a method of measure or test to ensure the training is effective?	_____	_____
11. Has the advisory circular and handbook guidance been reviewed to ensure that issues particular to this training program have been addressed?	_____	_____
12. Does the training manual qualify for FAA approval?	_____	_____

COMMENTS:

Signature: _____ Date: _____