

JOB TASK ANALYSIS

AIR 2.304: Evaluate an AMO Training Program



1. Regulation References:

- Arrêté N° 00730/MINT du 07 juin 2005 portant agrément des unités d'entretien des aéronefs.
- Arrêté N° 00729/MINT du 07 juin 2005 portant agrément des organismes de maintenance des aéronefs.
- Instruction n° 000291/CCAA/DG/DSA/SDNV du 06 juillet 2009 relative au manuel des procédures d'organismes de maintenance

2. CCAA Checklists:

- DSA.AMO.CHKL.0314 Qualifications Training Program

3. Job Task Description:

To evaluate an applicant training program/record/revision for regulatory compliance.

4. Job Performance Subtasks:

4.1. Receive maintenance training program/record/revision.

4.1.1. Open work tracking record.

4.2. Review operator's file for areas requiring special emphasis, as applicable.

4.3. Evaluate Training Program for required elements.

4.3.1. Initial and recurrent training requirements for Inspectors, Supervisors, Managers, and Support Staff.

4.3.2. Training program covers the scope of maintenance performed at the AMO.

4.3.3. Training program reviewed at periodic intervals.

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- 4.3.4. Training course subjects and objectives defined.
- 4.3.5. Training program areas of study and sources defined.
- 4.3.6. Instructors qualification requirements.
- 4.3.7. Training program documentation and record keeping.
- 4.3.8. Training program revision method.
- 4.3.9. Specific training requirements of air operators.
- 4.3.10. Training of interim maintenance employees.
- 4.4. **Observe and evaluate applicant performing all required training, whether performed by applicant or service provider.**
- 4.5. **Analyze findings.**
 - 4.51. Advise applicant of any deficiencies; discuss how to resolve deficiencies.
 - 4.52. Evaluate corrective actions.
- 4.6. **If all applicable requirements have been met.**
 - 4.6.1. Send letter to applicant indicating approval of program.
- 4.7. **Document task.**
 - 4.7.1. File all supporting paperwork in the applicant's file.
 - 4.7.2. Close work tracking record.
- 4.8. **Future activities.**
 - 4.8.1. Conduct normal surveillance.