MARITIME HELICOPTERS

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Part 135

MAINTENANCE TRAINING PROGRAM

Revision 2

05/15/20

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Upon receipt of revisions, insert the revised page(s) in the manual and remove the replaced pages. Enter the insertion date and initials of the person incorporating the revision in the appropriate block on the Record of Revisions. This manual will be revised in accordance with Chapter 2.

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DATE ACCEPTED:

_____

FAA PRINCIPAL MAINTENANCE INSPECTOR
AK-FSDO-05

DATE ACCEPTED:

_____

FAA PRINCIPAL AVIONICS INSPECTOR
AK-FSDO-05

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1 Introduction

The **Part 135 Training Program Manual** has been prepared in accordance with the current Title 14 CFR §135 and the policies and procedures used at **Maritime Helicopters**, Inc. (**MHI**). This manual explains the MHI Part 135 Training Program in detail. This training program manual contains the policies and procedures MHI uses to determine its training requirements and to develop its Part 135 training program. The training program ensures that MHI employees, as required by 14 CFR §135.433, have the knowledge and skills capably to perform required inspections, other maintenance, preventive maintenance, or alterations. MHI controls this manual in accordance with the procedures outlined in Chapter 2 of this manual. Employees are identified, training standards are established, training is provided, and the training program is revised as necessary.

The Chief Inspector has overall administration of the Part 135 Training Program. He is the designated Maintenance/RII instructor. The Chief Inspector may delegate instructors but maintains overall responsibility.

A current copy of the Part 135 Training Program and any revisions made will be provided by electronic copy to the FAA Certificating Holding District Office (CHDO).

2 Manual Revisions

The Director of Maintenance oversees the creation and revision of MHI controlled documents. Department Managers and Supervisors may submit suggestions and corrections for incorporation into this manual by contacting the Director of Maintenance. Changes made to this manual will be summarized in the change summary table and indicated throughout the manual by change bars. A vertical bar (change bar) in the right margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page. The effected paged will also be annotated by updating the revision level and date in the top right hand corner. The list of effected pages will also be updated.

2.1 Manual Revisions and Control

The Director of Maintenance is responsible for the content, currency, completeness, and revisions of this manual. Review of this manual will be conducted annually by the Chief Inspector in conjunction the Training Program Review as outlined in Chapter 3.5 of this manual. Revisions to this manual must be routed for MHI internal and FAA acceptance prior to distribution. This manual cannot be published or distributed to end users prior to formal submission to and acceptance by the FAA.

2.2 Manual Acceptance Process

The MHI Part 135 Training Program is an FAA- acceptance manual, no changes or revisions will be made without prior FAA acceptance.

Upon review and MHI approval, the Director of Maintenance or his/her designee will submit a copy of the proposed revision to the cognizant CHDO assigned Principal Inspector (PI) for review and Administrator acceptance.

If the proposed revision is acceptance by the CHDO, the LOEP will be signed and dated (or stamped) and returned to MHI.

If a proposed revision is rejected by the CHDO, the proposed revision will be returned to MHI with an explanation of discrepancies that must be addressed (the CHDO may retain a file copy of the revision at their discretion).

The non-compliant portion(s) of the revision will be addressed by MHI then submitted to the CHDO. This process will be repeated as necessary until FAA acceptance is obtained. As needed, the Director of Maintenance will make contact with the CHDO either by phone, or schedule an in- person meeting to discuss the details of non-compliant portions. This will ensure the MHI Training Program is compliant with applicable FAA guidance materials (i.e. CFR's, FAA Orders, etc).

3 Needs Assessment

A training needs assessment is used to identify MHI's overall training needs and individual employee training needs shall be performed by the Chief Inspector. It is method for defining areas of study and/or courses/lessons made available to employees and for identifying training sources and methods available to employees for the areas of study, courses, and/or lessons. The needs assessment is used in documenting employee qualifications and training and used to measure the effectiveness of the Part 135 training program and to make changes as necessary.

3.1 General

Persons performing maintenance, preventive maintenance, alterations or inspection functions on the MHI aircraft must be assessed and trained in accordance with the Federal Aviation Administration (FAA) acceptance procedures set forth in this manual. All other employees may be trained in accordance with the acceptance procedures of this manual at management discretion. MHI has established an Initial training program that includes indoctrination subjects. The training program also includes recurrent, specialized, and remedial training areas of study for its required employees. MHI develops areas of study for the following staffing categories:

Technicians and other individuals performing maintenance, preventive maintenance, alterations or inspection functions such as:

- Inspectors;
- Mechanics.

MHI utilizes MHI Employee Skill Survey (MHI Form TR-007) to assess an individual's skill set.

3.2 Overall Training Needs Assessment

To determine MHI's overall training requirements, the Chief Inspector and Director of Maintenance will review MHI's Operations Specifications (OPSS); current Capability List; job position duties and responsibilities. This will provide a general outline and description of skills, knowledge and expertise that MHI maintenance employees should possess. This assessment will include areas including but not limited to the following:

- 14 CFR Part 135 operations and procedures;
- Aircraft maintenance, troubleshooting, handling;
- Aircraft avionics systems, maintenance and handling;
- Awareness of electrostatic discharge (ESD);
- Inspection of aircraft, articles, components;
- Returning aircraft and articles to service;
- Receipt and handling of aircraft materials and components thereof;
- Usage of technical data;
- Human factors in aircraft maintenance;
- Hazardous Material handling;
- Specialized Services.

MHI continuously evaluates its overall training needs. However, MHI will specifically revise the training program when:

- It identifies additional training needs;
- Changes to its ratings, facilities, equipment, or work scope require additional training areas, classes, or lessons;
- Significant changes to industry standards or regulations occur;
- New complex tooling or equipment is obtained;
- Addition of new model aircraft.

3.3 Individual Needs Assessment

MHI employees will then be assessed against the established requirements and specific needs for the position and tasks assigned as required. If it is determined that an employee does not possess the capability to perform the maintenance, preventive maintenance, or alterations, and inspection functions, appropriate training will be administered in accordance with the procedures in this manual.

MHI uses Employee Skill Survey, Form TR-007 to evaluate an individual and determine his/her previous work experience, knowledge, and skill set.

A resume may be provided in lieu of completing page 1 of Form TR-007 so long as it contains all required details of the Employee Skill Survey, Form TR-007, however page 2 must still be completed.

NOTE: An oral interview may also be required to ensure a thorough understanding of the individual's previous work experience, knowledge, types of airframes and skill set. This oral interview will be accomplished by the appropriate departmental head or his/her designee.

NOTE: The preferred method of demonstrating past training is through copies of certificates, transcripts, diplomas, military training completion, etc.

Whenever MHI hires a new employee or transfers an employee to a new job position, the Chief Inspector and/or Director of Maintenance will utilize the Individual Needs Assessment process to assess the individual's skill level and qualifications against the requirements for the assigned functions or tasks. The Chief Inspector and/or Director of Maintenance will determine if/what training is necessary, and ensure the individual receives the necessary training in the appropriate timeframe.

Training is documented in accordance with Chapter 5 of this manual. The MHI Employee Skill Survey, Form TR-007, (and/or an equivalent resume when used in lieu of page 1 of Form TR-007) will be placed in the employee's training file, stored in the Chief Inspector's office.

During identification of overall training needs, MHI will consider items including, but not limited to the following:

- The tasks associated with each person responsible for performing maintenance, inspection and preventive maintenance;
- The skills, experience, and training of new and/or current employees;
- How assessments will be made of employee being assigned new tasks;

- The return of an employee to tasks after an extended period;
- The introduction to the employee of new regulations, procedures, equipment, or recordkeeping requirements;
- Preparing personnel for a change in the nature of basic Bell 412 capability.

3.4 Addition of Aircraft

Whenever MHI is planning to add addition types of aircraft, it will conduct a review of its current Part 135 training program. The need for additional training will be based on an analysis of the type aircraft to be added, the capability of employees, and the availability of in-house training.

Appropriate changes will be made to initial, recurrent, and specialized training areas of study, including existing courses or the addition of new courses, positions, and individuals requiring the training, and when the new training needs to be implemented and completed.

3.5 Annual Training Program Review

The Chief Inspector and Director of Maintenance will complete an annual review of the training program and will establish if any changes are warranted. In addition, a review of observations, examination results, and feedback from the Measurement of Training Effectiveness process (see Chapter 7 of this manual) will be considered.

The results of the review will be notated including any recommendations.

The Chief Inspector will consult with the other MHI departmental heads and the Director of Maintenance to determine the impact of required changes, and make necessary adjustments if/when required.

As a part of this annual review, MHI will analyze employee roles and responsibilities, employee experience levels, and the method of delivery for various courses including new training techniques available, or commercially available courses. MHI will make any changes that are required to ensure employees are capable of performing assigned tasks in accordance with the procedures.

To assist in identifying overall training needs, MHI will review as necessary Employee Skill Survey, Form TR-007, form. This will allow an assessment of items including but not limited to the following:

- The tasks associated with each position responsible for performing maintenance, preventive maintenance, and alteration or inspection functions;
- The skills, experience, and training of current employees;
- How assessments will be made of employees being assigned new tasks;
- The return of an employee to tasks after an extended period (1 year);
- The introduction of new regulations, procedures, equipment, or recordkeeping requirements;
- Addition of new model aircraft.

If it is determined that changes to the training program are required, a revision will be made in accordance with the provision of Chapter 2 of this manual.

4 COURSE DEFINITION

The Chief Inspector will develop and revise areas of study, courses, and/or lessons based on the results of a training needs assessment.

4.1 Course/Lesson Development

An Area of Study will be developed to identify the entire scope of training available for a broad area of knowledge and skill requirements to maintain each MHI model aircraft. It will include the appropriate number and level of courses or lessons to accomplish the defined objective. The areas of study will define the initial and recurrent requirements for the associated courses and lessons.

All Courses/Lessons shall be developed using the following information as a minimum necessary to capture the required knowledge or skill. The Course-Lesson Information, Form TR-006, will be used for this purpose.

- Course/Lesson Title
- Objectives
- Prerequisites
- Course outline
- Required hours or performance outcome for each topic or lesson
- Training material including handouts, manuals, tools, or equipment to be used
- Training method(s) (i.e. classroom, OJT, etc.)
- Method(s) of evaluation

When the curriculum of a training course/session requires testing, the results will be recorded on the MHI Training Activity Report, Form TR-004, in the Final Grade column. A minimum score of 70% is considered passing on all written tests, unless otherwise stated. The test may be administered in one of three following methods:

- Written test;
- Oral test;
- Practical test.

4.2 Initial Training

Initial Training is mandatory for all MHI maintenance personnel. This training should be given in a timely manner after employment. In no event shall it be delayed over 30 days.

4.3 Hazmat

Hazmat (hazardous materials) must be accomplished at the time of employee's initial assignment. Initial training will be documented on the MHI Training Activity Report (Form TR-004) and will be included on the employee's training record.

Hazardous materials training will consist of pertinent information in support of activities performed at MHI as required by 49 CFR, Part 172, Subpart H; and OSHA 29 CFR, 1910.1200(e)(1).

4.4 Recurrent Training

Recurrent Training will be information that supports, expands, or refreshes initial training areas of study, courses/lessons, or other requirements. MHI will review all Training Requests and determine the need for any recurrent training session(s). Recurrent training is documented on Training Activity Report, Form TR-004, and filed in the employee's training records. Recurrent training shall be accomplished annually.

4.5 Specialized Training

Specialized Training is used to provide instructions to address requirements of specific task and/or to provide initial training required for critical task authorizations, i.e., RII, Airworthiness Release, etc. Specialized training is documented on Training Verification, Form TR-005, and filed in the employee's training records.

4.6 Remedial Training

Remedial Training will be conducted in the event of repeated job tasks/assignment deficiencies at the discretion of the Director of Maintenance and/or the Chief Inspector. Remedial Training will be conducted by a Delegated Training Instructor, Director of Maintenance, Chief Inspector, Lead, or Inspector. Remedial Training will be documented on Form TR-005.

5 SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, MHI will evaluate training method(s), source(s), and instructor(s) to determine whether the appropriate and necessary knowledge or skill will be transferred to employees.

5.1 Training Methods

The material to be presented, the level of personnel receiving the training, and alternatives available will be used to establish training methods for areas of study and/or courses/lessons. MHI uses various methods to train its employees including:

- Formal classroom training;
- On-the-job training (OJT);
- Self-study;
- MHI Web Based;
- Computer-based training (CBT);
- Distance learning;
- External classes and courses;
- Original Equipment Manufacturer training (OEM).

MHI will consider all available resources to provide the appropriate training. Many areas of study, courses, and lessons may be provided by more than one method.

5.2 Training Sources

Sources available for training will be continually monitored to ensure MHI is aware of its alternatives. When a new or revised training need is identified, the available options will be reviewed. This process may include consultation with the FAA, manufacturers and local colleges for available training.

Contractor/Vendor training is formal instruction provided to MHI through an external agency/source (non-MHI employee) and is typically provided by one of the following entities:

- Training agency or private individual;
- MHI customer;
- Manufacture;
- College, trade school or similar;
- 14 CFR Part 147 school;
- The Administrator.

When considering utilizing external training providers, MHI will evaluate the instructor/trainer, facilities, training aids and reference materials. RII training shall only be conducted in-house by MHI.

5.3 Instructor Qualification

Each designated Part 135 Maintenance/RII Instructor must have:

- A minimum of three years of working experience on that model or,
- A verifiable record of completed formal training on that model or,
- Complete the RII and Part 135 initial training program for that model or,
- Have a thorough understanding of inspection methods and procedures, and
- Successfully completed the Maritime Helicopters Inc. Part 135/RII initial training course and passed the written examination.

5.4 Observation

During the initial presentation of an instructor (MHI Chief Inspector will observe a portion(s) of the class/instruction to determine attributes such as the individual's subject knowledge/expertise, class/student interaction, quality of aids/materials, presentation style, demeanor, etc.

The amount of time required for this observation is at the discretion of the Training Manager. Factors in this decision would include but not limited items such as complexity of subject, class size, teaching materials and aids in use, etc.

When possible and/or practical, this observation may be accomplished by observation of the instructor during a presentation to non-MHI personnel.

This evaluation is only required during the initial selection/usage of the particular instructor, however the Chief Inspector may conduct random samplings at any time thereafter.

5.5 On-the-Job Training (OJT)

Due to the complexity of modern aircraft, it is virtually impossible to teach maintenance personnel in the classroom all they are required to know.

OJT includes oral and/or practical demonstration of acquired knowledge. This training format is used to recognize performance of a specific task and/or understanding of related procedures. Personnel from both the Inspection and Maintenance departments may be assigned the responsibility and authority of OJT. Training Verification, Form TR-005 shall be used to document OJT Training.

Under no circumstance shall any Inspector provide OJT for any task that will require his/her quality acceptance of that task. The Director of Maintenance and Chief Inspector shall be alert to avoid this potential conflict.

6 TRAINING DOCUMENTATION

6.1 Training Documentation

The Chief Inspector is responsible for establishing the standards for the creation and retention of training records for all MHI employees that perform maintenance, preventive maintenance, or alterations, and inspection functions.

MHI maintains a hard copy of all training provided. Each hard copy report includes the employee's name and job function, the needs assessment findings, a list of FAA certifications, other applicable certifications and degrees, MHI qualifications and authorizations (such as Required Inspection Items (RII)), and for each course completed, the total time credited, the date provided, the instructor, the location, and the results of any associated examination.

6.2 Training Records

MHI employee training records will be maintained for a period of at least two (2) years.

The Chief Inspector will maintain training records of MHI employees who are assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions. These records maintained by MHI are considered official employee training records.

Training records will be maintained in hard copy format and a copy placed on the Shared Drive.

MHI will make the training records of employees performing maintenance, preventive maintenance, or alterations, and inspection functions available to the FAA for review upon request. To facilitate this, copies of training records shall be placed on the Shared Drive.

6.3 Training Forms

MHI has developed forms to support the processes and procedures in this manual. Master copies of the training forms are located in the Training Manager's office. Also refer to Appendix A of this manual for a listing of all Training Forms.

7 MEASUREMENT OF TRAINING EFFECTIVENESS

7.1 Training Effectiveness

The Chief Inspector will regularly evaluate each course for its content, time, quality of the training materials (courseware), training facilities, and instructor. This is accomplished through observation, examination results, and feedback.

The Chief Inspector will ensure the training program is reviewed on an annual basis.

The Chief Inspector will analyze the results of all course examinations to determine if any changes are required to establish a basis for determining whether the course met its objectives and provided the information necessary to ensure the employee was capable of performing assigned tasks.

MHI class attendance policy is that an individual must attend all portions of any training class unless prior arrangements are made with the instructor, and/or the employee's departmental head to allow for the employee to make up the subjects/areas that will be missed.

Class attendance is recorded on the Training Activity Report, Form TR-004, which provides daily entries of training attendance including an overall Total Hours entry. This form allows easy analysis on what portion(s) of any class a student has attended/missed.

If an instructor, and/or the employee's departmental head allows a student to make up any portion of a class, the MHI Training Activity Report, Form TR-004, in conjunction with the class syllabus provides an easy mechanism to identify what portion(s) must be made up.

Once the session has been made up, the particular day(s) and the Total Hours block on Form TR-004 will then be made to reflect that a student has fully attended the entire course. An entry will be placed in the Comments field of the Training Activity Report, Form TR-0004 similar to "Training course was completed, and this form was updated as a result of MHI Training Activity Make-Up.

8 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

8.1 INTERIM MAINTENANCE EMPLOYEES

During periods of transition, unexpected workload or change within MHI Organization, MHI may supplement its workforce with interim maintenance employees.

Before these individuals begin work for MHI, they must undergo a needs assessment. The Chief Inspector will coordinate with the departmental head or his/her designee where the individual(s) will work to conduct the needs assessment, and ensure all individuals are provided training appropriate to the particular assignment before they are required to begin work.

9 MHI MAINTENANCE EMPLOYEES TRAINING CURRICULUM

9.1 MAINTENANCE EMPLOYEES TRAINING CURRICULUM

MHI Training Curricula has been designed to support the maintenance tasks performed by employees hired by MHI. Specialty Training may be contracted out to certified aviation training organizations. All training will include classroom conference utilizing multimedia, publications, computer-based training (CBT), hands on and stand up lecture by an approved instructor.

All curricula will be presented on the subject matter being taught. Actual class hours may vary due to the size of the class and the results of the Employee Skill Survey form TR-007.

Training Syllabuses for current MHI aircraft may be found in the appropriate Appendices of this manual.

10 APPENDIX A

The following is a general description of the forms referred to elsewhere in this manual. NOTE: Refer to the ***Appendix B - Form***s for all training forms.

10.1 TRAINING FORMS

Training Request Form – Form TR-003. The purpose of this form is to document the request for training. Once completed, this form shall be forwarded to the Chief Inspector for scheduling of training.

Training Activity Report Form - Form TR-004. The purpose of this form is to document classroom training activity. This form will also provide training classroom roster and grade information.

Training Verification Form – Form TR-005. This form is used to document any formal and/or OJT training provided by MHI Training or designated instructor/trainer and may be used with or in place of any other training form approved for use at MHI. A copy of this form or electronically-generated equivalent will be on file in the individual's training file.

Course Lesson Documentation - Form TR-006. The purpose of this form is to document courses/lessons from appropriate syllabus and will be on file in the Training Manager's office.

MHI Employee Skill Survey – Form TR-007. The purpose of this form is to evaluate an individual and determine his/her previous work experience, knowledge, and skill set.

11 APPENDIX B - FORMS

11.1 Training Request

TRAINING REQUEST

TR-003

TO: CHIEF INSPECTOR DATE: _____

TYPE OF TRAINING REQUESTED

_____
_____
_____
_____

DATE PREFERRED FOR TRAINING SCHEDULE

FROM: _____ TO: _____

NUMBER OF STUDENTS REQUIRED IN TRAINING: _____

TRAINING REQUESTED BY: _____

DIRECTOR OF MAINTENANCE APPROVAL _____

Form TR-003 12/15/2015

11.2 Training Activity Report

TRAINING ACTIVITY REPORT

TR004

COURSE TITLE: _____ COURSE NO._____ DATE: _____

CLASSROOM START TIME: _____ CLASS HOURS: _____ INSTRUCTOR: _____

PRINT NAME	EMP NO.	TYPE OF CERTIFICATE	CERTIFICATE NUMBER	SIGNATURE	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	TOTAL HRS.	FINAL GRADE

COMMENTS: _____

INSTRUCTOR'S SIGNATURE _____ DATE: _____

Form TR-004

12/15/2015

11.3 Training Verification

TRAINING VERIFICATION

TR-005

NAME: _____ POSITION: _____ DATE: _____

EMPLOYEE NO: _____ CERT. NO.: _____ LOCATION: _____

TYPE OF TRAINING RECEIVED: _____ CUSTOMER/VENDOR: _____

ON-THE-JOB OTHER

MAINTENANCE INFORMATION LETTEER: (MIL) _____

SPECIFIY: _____

SUBJECT OF TRAINING	TYPE OF ACFT / EQUIPMENT	HOURS	ATA CHAPTER AND SUBCHAPTER

I hereby acknowledge that I have received the training described above.

TRAINEE SIGNATURE: _____ EMPLOYEE NO.: _____

PRINTED NAME: _____

DELEGATED INSTRUCTOR: _____ EMPLOYEE NO.: _____

INSTGRUCTOR SIGNATURE: _____

REMARKS:

_____

_____

___

11.4 Course Lesson Documentation

COURSE-LESSON DOCUMENTATION

TR006

The following information is required for each Initial and Recurrent course/lessons. Instructor: _____

Lesson Title	
Training Material	
Training Method(s)	
Method(s) of Evaluation	
Note/Remarks	
Hours:	
Lesson Title	
Training Material	
Training Method(s)	
Method(s) of Evaluation	
Note/Remarks	
Hours:	
Lesson Title	
Training Material	
Training Method(s)	
Method(s) of Evaluation	
Note/Remarks	
Hours:	
Lesson Title	
Training Material	
Training Method(s)	
Method(s) of Evaluation	
Note/Remarks	
Hours:	

11.5 Employee Skill Survey

EMPLOYEE SKILL SURVEY

TR-007

Employee is to complete Page 1. Chief Inspector of their respective manager will complete Page 2.

Employee Name: _____ Employee Number: _____

Employer	Job Title/Positions(s)	Experience Dates to/from		Description of Work Activities

Remarks:

_____

_____

_____

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11.6 Training Evaluation Form

Evaluator's Name: _____ Employee Number: _____

Oral Interview Required? Yes No Oral Interview conducted? Yes No Date Conducted: _____

☐ Check to indicate employee review conducted. Date conducted: _____

Evaluator Comments:

_____
_____
_____

Employee Skill Level: Minimal Intermediate Advanced

Additional Employee Training Required? Yes No

Evaluator's Training Recommendations:

_____
_____
_____
_____
_____

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12 APPENDIX C - BELL MODEL 206L SERIES TRAINING SYLLUBUS

12.1 Initial Training Course - 16 Hours - 2 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
  - Policy
  - Risk Management
  - Health, Safety and Environment (HSE)
  - Accident/Incident Reporting
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
  - Log Books
  - Form 337
  - Component Cards
  - Tags
- Maintenance Concepts
  - Operations Specifications
  - Daily Inspections
  - Preventative Maintenance
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Engine Mandatory Retirement
  - Weight & Balance
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Safety Standards
- Familiarity with Ground Support Equipment Inspections.
- Station Emergency Procedures Telephone Numbers
- Using checklists
- Communications
- Personal Safety
  - Proper clothing
  - Personal protective equipment
  - Lifting techniques and back protection
  - Safe behavior and practices

12.2 Bell 206L Training Syllabus - 16 Hours - 2 days (Approx.)

- Introduction
- Aircraft familiarity
- Publications
- Airframe
  - Fuselage
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Tailboom
  - Tail Fin
- Main Rotor Group
  - Description
  - Nomenclature
  - Seals and rings
  - Permitted Adjustments
  - Methods of Balancing
  - Troubleshooting
- Swashplate
- Mast and Rotating Controls
- Transmission
- Drivetrain
- Tail Rotor
- Powerplant
- Fuel system
- Hydraulic System
- Flight Controls
- Electrical system
- Avionics
- Instruments
- Utility Systems
  - Particle Separator
  - Rotor Brake
  - Emergency Floatation Gear
- Inspections
- Test and Evaluation

12.3 Bell 206L Series Maintenance Recurrent Training Course - 8 Hours - 1 days (Approx.)

The Bell 206L Series Recurrent Training will be a review of all subjects in the Bell 206L Part 135 Maintenance Course.

13 APPENDIX D - BELL MODEL 407 TRAINING SYLLUBUS

13.1 Initial Training Course - 16 Hours - 2 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
  - Policy
  - Risk Management
  - Health, Safety and Environment (HSE)
  - Accident/Incident Reporting
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
  - Log Books
  - Form 337
  - Component Cards
  - Tags
- Maintenance Concepts
  - Operations Specifications
  - Daily Inspections
  - Preventative Maintenance
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Engine Mandatory Retirement
  - Weight & Balance
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Safety Standards
- Familiarity with Ground Support Equipment Inspections.
- Station Emergency Procedures Telephone Numbers
- Using checklists
- Communications
- Personal Safety
  - Proper clothing
  - Personal protective equipment
  - Lifting techniques and back protection
  - Safe behavior and practices

13.2 Bell 407 Training Syllabus - 16 Hours - 2 days (Approx.)

- Introduction
- Aircraft familiarity
- Publications
- Airframe
  - Fuselage
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Tailboom
  - Tail Fin
- Main Rotor Group
  - Description
  - Nomenclature
  - Seals and rings
  - Permitted Adjustments
  - Methods of Balancing
  - Troubleshooting
- Swashplate
- Mast and Rotating Controls
- Transmission
- Drivetrain
- Tail Rotor
- Powerplant
- Fuel system
- Hydraulic System
- Flight Controls
- Electrical system
- Avionics
- Instruments
- Utility Systems
  - Particle Separator
  - Rotor Brake
  - Emergency Floatation Gear
- Inspections
- Test and Evaluation

13.3 Bell 407 Maintenance Recurrent Training - 8 Hours - 1 day (Approx.)

The Bell 407 Part 135 Training will be a review of all subjects in the Bell 407 Maintenance Course.

14 APPENDIX E - AIRBUS MODEL B0-105 TRAINING SYLLABUS

14.1 Initial Training Course - 16 Hours - 2 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
- Maintenance Concepts
  - Operations Specifications
  - Daily Inspections
  - Preventative Maintenance
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Engine Mandatory Retirement
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Appropriate ground equipment
- Safety standards instruction
- Aircraft ground handling
- Familiarity with ground support equipment inspections.
- Station emergency procedures telephone numbers
- Using checklists
- Communications
- Personal Safety
  - Proper clothing
  - Personal protective equipment
  - Lifting techniques and back protection
  - Safe behavior and practices

14.2 Airbus Model B0-105 Training - 24 Hours - 3 days (Approx.)

- Introduction
- Aircraft familiarity
- Publications

- Airframe
  - Fuselage
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Tailboom
  - Tail Fin
- Main Rotor Group
  - Description
  - Nomenclature
  - Seals and rings
  - Permitted Adjustments
  - Methods of Balancing
  - Lubrication
  - Troubleshooting
- Swashplate
- Mast and Rotating Controls
- Transmission
- Drivetrain
  - Gearboxes
- Tail Rotor
- Powerplant
- Fuel system
- Hydraulic System
- Flight Controls
- Electrical system
- Avionics
- Instruments
- Utility Systems
  - Particle Separator
  - Rotor Brake
  - Emergency Floatation Gear
- Inspections
- Ground Handling and Servicing
  - Servicing Oil System
  - Fueling
  - Emergency Floatation Gear
- Test and Evaluation

14.3 Airbus Model B0-105 Maintenance Recurrent Training - 8 Hours - 1 day (Approx.)

The B0-105 Recurrent Course will be a review of all subjects in the B0-105 Maintenance Course.

15 APPENDIX F - BELL MODEL 412 TRAINING SYLLABUS

15.1 Initial Training - 24 Hours - 3 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
  - Policy
  - Risk Management
  - Health, Safety and Environment (HSE)
  - Accident/Incident Reporting
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
  - Log Books
  - Form 337
  - Component Cards
  - Tags
- Maintenance Concepts
  - CAMP
  - RII
  - Operations Specifications
  - Daily Inspections
  - Preventative Maintenance
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Engine Mandatory Retirement
  - Weight & Balance
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Safety Standards
- Familiarity with Ground Support Equipment Inspections
- Station Emergency Procedures Telephone Numbers
- Using checklists
- Communications

- Personal Safety
  - Proper clothing
  - Personal protective equipment
  - Lifting techniques and back protection
  - Safe behavior and practices

15.2 Bell 412 Training - 40 Hours - 5 days (Approx.)

- Introduction
- Publications
- Airframe
  - Fuselage
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Tailboom
  - Tail Fin
  - Landing Gear
- Main Rotor Group
  - Description
  - Nomenclature
  - Seals and rings
  - Permitted Adjustments
  - Methods of Balancing
  - Lubrication
  - Troubleshooting
- Swashplate
- Mast and Rotating Controls
- Transmission
- Drivetrain
  - Gearboxes
- Tail Rotor
- Powerplant
- Fuel system
- Hydraulic System
- Flight Controls
- Electrical system
- Avionics
- Instruments
- Utility Systems
  - Rotor Brake
  - Emergency Floatation Gear
  - Hoist
  - Load Hook
- Inspections
- Ground Handling and Servicing

- Servicing Oil System
- Fueling
  - Towing
- Test and Evaluation

15.3 Bell 412 Required Inspection Personnel Training - 8 Hours - 1 day (Approx.)

- Duties and responsibilities
- Manufacturer's Maintenance Manual
- CAMP Program
  - CASS Program
  - Audits
  - Proper Aircraft Logbook Entries
  - Proper Tagging of Parts
  - Specific Requirements for each RII item
- Web Based Presentation and Testing
- Evaluation

15.4 Bell 412 Maintenance Recurrent Training - 16 Hours - 2 days (Approx.)

The Bell 412 Recurrent Training will be a review of all subjects in the Bell 412 Maintenance Course.

15.5 Bell 412 Required Inspection Personnel Recurrent Training- 4 Hours - ½ day (Approx.)

The Bell 412 Recurrent RII Training will be a review of all subjects in the Bell 412 Required Inspection Personnel Course.

15.6 Bell 412 Required Inspection Personnel Training - Repairmen - 8 Hours - 1 day (Approx.)

- Duties and responsibilities
- Manufacturer's Maintenance Manual
- CAMP Program
  - CASS Program
  - Audits
  - Proper Aircraft Logbook Entries
  - Proper Tagging of Parts
  - Explain Specific Requirements for each RII item (Appendix G)
- Web Based Presentation and Testing
- Evaluation

15.7 Bell 412 Required Inspection Personnel Recurrent Training - Repairmen - 4 Hours - ½ day (Approx.)

The Bell 412 Recurrent RII Training will be a review of all subjects in the Bell 412 Required Inspection Personnel Course.

16 APPENDIX G - AGUSTAWESTLAND MODEL AW119 MKII TRAINING SYLLABUS

16.1 Initial Training Course - 16 Hours - 2 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
  - Policy
  - Risk Management
  - Health, Safety and Environment (HSE)
  - Accident/Incident Reporting
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
  - Log Books
  - Form 337
  - Component Cards
  - Tags
- Maintenance Concepts
  - Operations Specifications
  - Daily Inspections
  - Preventative Maintenance
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Engine Mandatory Retirement
  - Weight & Balance
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Safety Standards
- Familiarity with Ground Support Equipment Inspections.
- Station Emergency Procedures Telephone Numbers
- Using checklists
- Communications
- Personal Safety
  - Proper clothing
  - Personal protective equipment

- Lifting techniques and back protection
- Safe behavior and practices

16.2 AW119MKII Training Syllabus - 16 Hours - 2 days (Approx.)

- Introduction
- Aircraft familiarity
- Publications
- Airframe
  - Fuselage
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Tailboom
  - Tail Fin
- Main Rotor Group
  - Description
  - Nomenclature
  - Seals and rings
  - Permitted Adjustments
  - Methods of Balancing
  - Troubleshooting
- Swashplate
- Mast and Rotating Controls
- Transmission
- Drivetrain
- Tail Rotor - Shimming
- Powerplant
- Fuel system
- Hydraulic System
- Flight Controls
- Electrical system
- Avionics
- Instruments
- Utility Systems
  - Particle Separator
  - Rotor Brake
- Inspections
- Test and Evaluation

16.3 AW119MKII Recurrent Training - 8 Hours - 1 day (Approx.)

The AW119MKII Part 135 Training will be a review of all subjects in the AW119MKII Maintenance Course.

17 APPENDIX H - VIKING MODEL DHC-6-400 TRAINING SYLLABUS

17.1 Initial Training Course - 16 Hours - 2 days (Approx.)

- Company Introduction
- Administration
- FAA Required Drug Program
- MHI Safety Program
  - Policy
  - Risk Management
  - Health, Safety and Environment (HSE)
  - Accident/Incident Reporting
- CFR Part 135 Airworthiness Requirements
- Aircraft Forms and Records
  - Log Books
  - Form 337
  - Component Cards
  - Tags
- Maintenance Concepts
  - Operations Specifications
  - Daily Inspections
  - Preventative/Corrosion Control
  - Component Overhaul Intervals
  - Component Mandatory Retirement
  - Engine Overhaul Intervals
  - Weight & Balance/Leveling and Weighing
  - CAMP/RII/CASS
- Human Factors
  - Distractions
  - Fatigue
  - Complacency
  - Teamwork
  - Cell Phones
  - Health Concerns
  - Family/Relationship Problems
- Hazardous Material Program
  - Loading, Shipping and Receiving
  - Handling & Storage
  - Packaging & Labeling
- Safety Standards
- Familiarity with Ground Support Equipment Inspections.
- Station Emergency Procedures Telephone Numbers
- Using checklists
- Communications
- Personal Safety

- Proper clothing
- Personal protective equipment
- Lifting techniques and back protection
- Safe behavior and practices

17.2 DHC-6-400 Training Syllabus - 24 Hours - 3 days (Approx.)

- Introduction
- Aircraft familiarity/Equipment Furnishings
- Publications
- Airframe
  - Fuselage
  - Wings
  - Doors
  - Windshields and Windows
  - Cowlings and Access Doors
  - Nacelles/Pylons
  - Stabilizers
  - Ice and Rain Protection
  - Fire Protection
- Propellers
  - Description
  - De-Icing
  - Overspeed Protection/Feathering
- Cabin Systems
- Engine
  - Fuel/Oil
  - Controls
  - Ignition
  - Indicating
- Fuel system
- Hydraulic System
- Indicating/Recording Systems
- Flight Controls
- Electrical system
- Avionics/Auto Pilot Systems
- Instruments
- Inspections
- Test and Evaluation

17.3 DHC-6-400 Recurrent Training - 8 Hours - 1 day (Approx.)

The DHC-6-400 I Part 135 Training will be a review of all subjects in the DHC-6-400 Maintenance Course.