

**VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND
APPLICATION PROCESS**

CHAPTER 6 TITLE 14 CFR PART 125 CERTIFICATION AND OPERATING RULES

Section 9 Evaluate Part 125 Required Inspection Item Program Training Requirements

2-901 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE.

- A. **Maintenance:** 3305, 3306.
- B. **Avionics:** 5305, 5306.
- C. **Extended Operations (ETOPS).** Not applicable.

2-902 OBJECTIVE. This section provides guidance for evaluating a Required Inspection Items (RII) training program.

2-903 GENERAL. Title 14 of the Code of Federal Regulations (14 CFR) part 125, § 125.251 requires that inspection personnel be properly trained. Effective training is essential to ensure that RII inspections are performed properly. Although procedures for inspecting airplanes may be similar, each operator's program is unique in terms of equipment, procedures, and methods of documenting tasks. Training programs are accepted as part of the Policy and Procedures Manual (PPM). The operator must ensure that contractors' personnel are trained according to the operator's procedures.

2-904 CONTENT.

A. **Topics.** The training program should cover the following:

- The operator's PPM;
- Section 125.249, Maintenance Manual Requirements; and
- Section 125.251, Required Inspection Personnel.

1) There should be policies and procedures covering:

- The documentation of company employees' training records and recordkeeping; and
- The documentation of contract maintenance employees' training records and recordkeeping.

2) The operator must have a program in its PPM that will ensure that any person that performs RII inspections is properly trained, appropriately certificated, qualified, and authorized to do so. The authorization may be in the form of a listing or an individual card.

B. **Methodology.** Training should consist of formal instruction and on-the-job training (OJT). The syllabus used must be the same for contracted personnel and the operator's

employees accomplishing the same job task. The training program may give training credit for previous experience on similar type airplanes. However, the training program must teach procedures unique to the operator's RII.

2-905 TRAINING RECORDS.

A. Currency. There must be a program in place to ensure that training records reflect all training (formal and informal) and the operator must keep them current. They should indicate the content of formal training and OJT. Personnel must show credit for previous experience.

B. Location. The operator should retain training records at its main base, or at other locations listed in its manual. Management must ensure that only authorized personnel perform RII inspections. The operator is responsible at all times for the accuracy of these records.

2-906 EVALUATING A TRAINING PROGRAM. A training program is evaluated to ensure that persons perform RII inspections with the highest degree of competency. Training received throughout the operator's system must be of equal quality and effectiveness. While the operator's capabilities must be considered, the size of the operation should not influence the need for an effective RII inspection training program.

2-907 COORDINATION REQUIREMENTS. This task requires coordination between the involved Airworthiness aviation safety inspectors (ASI).

2-908 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions). Title 14 CFR Parts 25, 43, 65, 91, and 125.

B. Forms. None.

C. Job Aids. AT & GA JTA 3.3.87, Evaluate a 14 CFR Part 125 Operator's Maintenance Training Program/Record.

2-909 PROCEDURES.

A. Receive the Training Program as Part of a Manual/Revision.

B. Evaluate the Content of the Training Program. The training program for persons performing RII inspections must include the following:

- Training on designated RII items listed in the operator's PPM.
- Training on the method of performing the RII inspection.
- Training on buy-back procedures of previous RII inspection findings.
- Training on the procedures, standards, and limitations for the acceptance or rejection of an RII item.
- Training on company procedures for work interruptions on RII inspections.
- A position that is responsible for the overall administration of the RII inspection program.

- A position that is responsible for the overall administration of the maintenance training program.
- Procedures for evaluating previous experience and training, and for providing appropriate credits to records.
- Recordkeeping location and procedures.

NOTE: Training records location must be stipulated in the general maintenance manual. The records should include the student's name, course title, date completed, instructor's name and signature, the number of hours of training performed, and a notation of whether the student successfully completed the course.

- The training syllabus describing the content of course, format of training, duration of training courses, standards for grading students, and training aids.

C. Evaluate the Training Facilities and Equipment. Ensure that facilities, training aids, and reference material are adequate to support the training program.

D. Analyze Findings. Discuss any deficiencies with assigned Maintenance and Avionics ASIs.

E. Debrief Operator. Discuss findings, including any deficiencies, with the operator. Discuss any need for corrective action.

2-910 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Complete the Task. Completion of this task will result in one of the following:

- 1) Program acceptance, shown by acceptance of the RII training portion of the complete manual.
- 2) Program rejection, by notifying the operator (in writing) of the reasons for rejection.

C. Document the Task. File all supporting paperwork in the operator's office file.

2-911 FUTURE ACTIVITIES. After accepting an inspection training program, observe the training in progress. Evaluate instructors and teaching techniques to ensure that the training program is effective.

RESERVED. Paragraphs 2-912 through 2-930.