

KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 067 TAHUN 2018

TENTANG

PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN
8900-6.5 (*STAFF INSTRUCTION 8900-6.5*) TENTANG INSPEKSI PROGRAM
PELATIHAN DAN REKAM PELATIHAN UNTUK ANGGOTA PERAWATAN
(*TRAINING PROGRAM AND TRAINING RECORDS INSPECTION FOR
MAINTENANCE PERSONNEL*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. bahwa dalam rangka membakukan seluruh petunjuk teknis yang ada di lingkungan Direktorat Jenderal Perhubungan Udara untuk memberikan petunjuk teknis inspeksi program pelatihan dan rekam pelatihan untuk anggota perawatan maka perlu disusun suatu petunjuk teknis;
- b. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara Tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil 8900-6.5 (*Staff Instruction 8900-6.5*) Tentang Inspeksi Program Pelatihan Dan Rekam Pelatihan Untuk Anggota Perawatan (*Training Program and Training Records Inspection for Maintenance Personnel*);
- Mengingat : 1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 8);

3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);
4. Peraturan Menteri Perhubungan Nomor 59 Tahun 2015 tentang Kriteria, Tugas, dan Wewenang Inspektur Penerbangan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor 142 Tahun 2016;
5. Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor 86 Tahun 2016;

MEMUTUSKAN :

Menetapkan: PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL 8900-6.5 (*STAFF INSTRUCTION 8900-6.5*) TENTANG INSPEKSI PROGRAM PELATIHAN DAN REKAM PELATIHAN UNTUK ANGGOTA PERAWATAN (*TRAINING PROGRAM AND TRAINING RECORDS FOR MAINTENANCE PERSONNEL*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil 8900-6.5 (*Staff Instruction 8900-6.5*) tentang Inspeksi Program Pelatihan dan Rekam Pelatihan untuk Anggota Perawatan (*Training Program and Training Records for Maintenance Personnel*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

Pasal 2

Pada saat Peraturan ini mulai berlaku, ketentuan dalam Bab 70 Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/44/III/2010 tentang *Staff Instruction 8300 Airworthiness Inspector's Handbook*, dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara mengawasi pelaksanaan Peraturan ini.

Pasal 4

Peraturan Direktur Jenderal ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di : JAKARTA

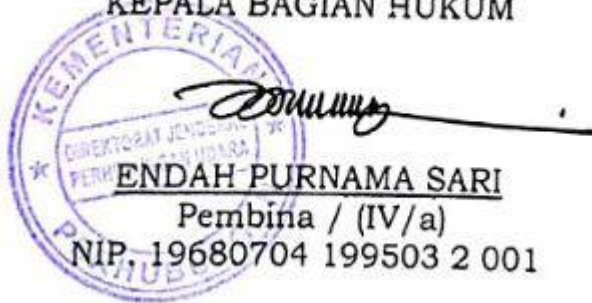
Pada tanggal : 8 MARET 2018

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M. Sc

Salinan sesuai dengan aslinya
KEPALA BAGIAN HUKUM



Staff Instruction

SI 8900-6.5

TRAINING PROGRAM AND TRAINING RECORDS
INSPECTION FOR MAINTENANCE PERSONNEL

Amandemen :
Tanggal :

REPUBLIK INDONESIA - KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA
JAKARTA – INDONESIA

FOREWORD

1. PURPOSE : This Staff Instruction is prepared for use and guidance of DGCA inspector and applicant dealing with DGCA for approving and accepting applicant manual.
2. REFERENCES : This Staff Instruction should be used in accordance with the applicable regulations.
3. CANCELLATION : Staff Instruction 8300 amdt. 4 dated 25 march 2010 chapter 70 have been cancelled.
4. AMENDMENT : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

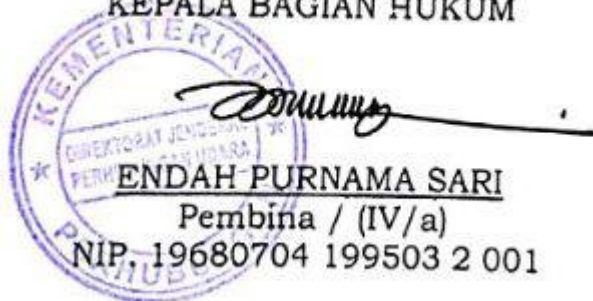
DIREKTUR JENDERAL PERHUBUNGAN UDARA

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Salinan sesuai dengan aslinya

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CHAPTER I GENERAL

1. BACKGROUND AND OBJECTIVES

The primary objective of a training program and training records inspection is to ensure that the operator's overall training program and training records continues to provide quality instruction by conducting an evaluation of the training program curriculums, facilities, instructors, examiner, courseware, instructional delivery methods, testing and/or checking procedures and Training and Qualification Records which were previously approved by the DGCA.

Training program and training records inspections also provide the DGCA with the ability to require changes in an operator's training program and training records, to rescind an initially or finally approved program (or segments of that program), and to maintain a current and accurate appraisal of the program's status and ability to train competent and capable maintenance personnels.

Principal Airworthiness Inspector should ensure that records are available for each company employee who is required to confirm that:

- a. Appropriate training prescribed in the approved training program has been conducted as and when required;
- b. Such records reflect each individual's attendance, participation, aptitude, or performance;
- c. Adequate and accurate records are being maintained and retained in accordance with applicable regulations.

The following terminology is used in this section;

- a. a file refers to a collection of records of training events for a specific employee which is maintained in a folder, binder, or computer database;
- b. a record refers to an individual record of a training or qualification event which is completed by the instructor or examiner and placed in an employees file.
- c. Instructor or examiner's name and signature.

Training Program and Training Record inspection conducted by inspection with combining between student training records and CMM. Before the principal airworthiness inspector can inspect any particular training program area, the principal airworthiness inspector should introduce themselves to the instructor or examiner conducting the training and display his DGCA

credentials. The inspector should then inform them that a DGCA inspection of training in progress will be conducted. Inspectors should refrain from active participation in the training being conducted and should make every effort not to influence the training environment or the instruction in the subject matter. If an inspector has comments on any of the areas of training being conducted, the inspector should reserve the comments for the debriefing with the instructor or examiner after the training session.

2. DISTRIBUTION

This Staff Instruction is distributed to DGCA Inspectors and is available to the aviation industry by website DKPPU Portal www.dkppu.id.

3. DEFINITIONS

- a. **Staff Instruction:** The Staff Instruction is a directive designed to provide essential overall instructions, guidance, and requirements for Operations and Airworthiness Inspectors to accomplish their job functions.
- b. **Applicable:** Capable or suitable for being applied.
- c. **Appropriate:** Especially suitable or compatible; fitting.
- d. **Available:** Accessible, obtainable.
- e. **Guidance Information:** Information that is advisory in nature and contains terms such as "will," "should," or "may." These terms indicate actions that are desirable, permissible, or not mandatory, and allow flexibility on the part of the FOI.
- f. **Directive Information:** Information that is regulatory in nature and uses terms such as "shall" and "must." These terms mean that the actions are MANDATORY. "Shall not" or "must not" means that the actions are PROHIBITED. The use of these terms allows the FOI no flexibility and that their direction must be followed, unless otherwise authorized by the Director General.
- g. **Human Factors:** is anything that affects human performance. More formally, human factors entails a multidisciplinary effort to generate and compile information about human capabilities and limitations, and apply that information to equipment, systems, facilities, procedures, jobs, environments, training, staffing, and personnel management for safe, comfortable, and effective human performance.

h. **Effective training:** is the basis for a successful maintenance and inspection program. Although many procedures for maintaining and inspecting aircraft may be similar, the equipment, procedures, and task documentation vary widely depending on the operator/applicant's specific program. Human factors training plays an essential part in identifying the differing areas between specific programs and is the most efficient manner of educating maintenance technicians and others of the importance of good human factors principles, practices, and techniques.

4. AUTHORITY TO CHANGE THIS DOCUMENT

The Director of Airworthiness Certification shall approve all changes to this Staff Instruction and its appendices. All proposed changes to this Staff Instruction should be addressed to the Director General.

CHAPTER II MAINTENANCE/INSPECTION TRAINING PROGRAM

1. PURPOSE

The purpose of the company initial and recurrent training program is to ensure maintenance/inspector employees performing maintenance (including inspection); preventive maintenance and alteration are capable of performing assigned tasks as required by CASR.

Each company's training program must be based on its individual operation and needs. When developing its training program, each company should consider its size, ratings, maintenance tasks associated with positions, and its employees' experience and skill levels.

Each individual employed by a company should have training based on the tasks associated with the person's job position. Therefore, each repair station should develop procedures for determining the training each employee requires. Also, not all maintenance/inspector employees require the same level of training.

Those persons that perform maintenance (including inspection), preventive maintenance or alteration tasks must be trained under the provisions of the approved training program required by part Regulation. Other employees may be trained under the part regulation training program, but their training should not be considered mandatory under the regulations.

2. CATEGORIES OF TRAINING

This Staff Instruction provides guidance for evaluating and accepting a applicant's maintenance/inspection training program and human factors training programs for the Aviation Maintenance Technician (AMT).

As previously mentioned, a company may divide its initial and recurrent training into the following areas of study for each category of employee:

- a. Initial, including :
 - 1) Indoctrination
 - 2) Maintenance/Inspection Technical Training
 - 3) Specialized technical training
- b. Recurrent
- c. Remedial
Based on demonstrated need.

3. INITIAL TRAINING

- a. This is company indoctrination training for all maintenance/inspection personnel. The scope and depth of indoctrination training may vary based on the individual's assigned position. The company should determine the level of indoctrination training required for each job assignment, through its training needs assessment process. The following subjects should be addressed in the indoctrination, regardless of the company's size and requiring training for different categories of employees.
 - 1) CASR requirements, particularly those associated with the company maintenance functions and authority as reflected on the Certificate and operations specifications.
 - 2) Company manuals, policies, procedures, and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance/inspection, preventive maintenance, and alteration procedures established to show compliance with CASR.
 - 3) Maintenance human factors training is part of a total system in managing human error. It is an essential part of a system aimed at individuals engaged in hands on maintenance, and those who supervise and plan maintenance activity. Human factors training should cover the basic safety principles and practices integrated within a maintenance organization's program.
 - 4) Computer systems and software, as applicable to the company-maintenance (including inspection), preventive maintenance and alteration systems and procedures.
 - 5) Facility security for all employees.
- b. Maintenance/Inspection Technical Training
 - 1) Training may consist of a combination of formal (classroom) instruction and OJT. The certificate holder/program manager/applicant may give training credit to individuals for experience gained while employed by other certificate holders/program managers.
 - 2) Procedures unique to the maintenance/Inspection Technical should be taught. Training records should indicate the amount of formal training, OJT, and experience each individual receives.

- 3) When developing the initial or recurrent training courses, the company may want to take into account that individuals will not have the same training, experience, and skill level. For example, when developing its initial course of study for technicians, a company may want to have separate programs for:
 - a. Individuals that hold an Basic Certificate.
 - b. Individuals with experience performing similar tasks at another company.
 - c. Individuals with no skills, experience, or knowledge.
- 4) Technical training may be contracted to another certificate holder or manufacturer, or in the case of a specialized process, to a person knowledgeable in that specialized process. The certificate holder/program manager/applicant is responsible for the content and quality of such training.

c. Specialized Training

The company should have procedures to identify job assignments that will require special skills or have complexity that would require the development of specialized training to ensure capabilities. Individuals who attend specialized training and develop competency in a particular job assignment or task should be able to convey the information to other employees.

Special maintenance/inspection training programs are required when new or different types of aircraft and/or equipment are introduced, and addition to the regulatory training requirements, such as :

- 1) Category (CAT) II/III Maintenance Personnel Training.
- 2) Extended Range Operations by aeroplanes with two or more turbine engines Maintenance Personnel Training;
- 3) Performance Based Navigation (PBN) Maintenance Personnel Training;
- 4) TCAS Maintenance Personnel Training;
- 5) RVSM Maintenance Personnel Training.

Some areas that may require specialized training for special process include flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques, or complex assembly operations.

4. RECURRENT TRAINING

The applicant's maintenance/inspector technician training program should ensure that deficiencies discovered through continuous analysis and surveillance are corrected during recurrent training.

Each company recurrent training program should differ since it should be based on the company needs assessment, which will take into account its size, employees, customers, and complexity of ratings and operations.

The company should have procedures to determine the type and frequency of recurrent training for each of its employees through the needs assessment.

The company may define recurrent training that will be provided on a regular basis to address any subject provided in initial training. Alternatively, the company may provide new information on initial training requirements to existing employees under the recurrent training system. Its program procedures should set forth the two different types of recurrent training:

- (1) That which updates the initial training requirements on a one-time basis.
- (2) That conducted on a regular basis (refresher training).

The applicant's maintenance/inspector technician training program should ensure that deficiencies discovered through continuous analysis and surveillance are corrected during recurrent training.

Additionally, recurrent training should include at least the following:

- a. Review, reinforcement, and upgrade of all training given in both indoctrination and technical subjects,
- b. Input from maintenance bulletins and/or maintenance newsletters, and
- c. Tasks, such as run-up/taxi, Required Inspection Items (RII), and nondestructive inspection (NDI).
- d. Each applicant for training special must establish an initial and recurrent training program.

Note : This program must be acceptable to the DGCA and cover all personnel performing quality control inspection and maintenance work on airborne systems and equipment.

5. REMEDIAL TRAINING.

- a. A company should have procedures to determine an individual's training requirements, including when an employee will be provided remedial training. The company should use remedial training procedures to

rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training (OJT). Remedial training should be designed to fix an immediate knowledge or skill deficiency and may focus on one individual.

- b. Successful remedial training should show an individual what happened, why it happened, and in a positive manner, how to prevent it from happening again. Remedial training may be included in the company's definitions of initial or recurrent training requirements

CHAPTER III EVALUATION PROCEDURE TRAINING PROGRAM

1. TRAINING PROGRAM EVALUATION

a. Review Maintenance/RII Training Programs

The program should include the following elements in both the maintenance training program and the RII training program.

- 1) The name of the person responsible for the overall administration of the maintenance/RII training program.
- 2) The name(s) of the person(s) responsible for other processes within the maintenance/RII training program (e.g., recordkeeping, revisions to training programs, and security of the program).
- 3) Designated maintenance/RII training instructors.
- 4) A description of how instructors are determined to be qualified.
- 5) Procedures used to authorize instructors.
- 6) A file on the instructors consisting of qualifications, authorizations, and other documents pertaining to instructor assignments.
- 7) A list describing what type of training is required for new employees or RII candidates (indoctrination, OJT, etc.).
- 8) Procedures for evaluating, crediting, and documenting a new employee's previous training.
- 9) Procedures for determining what additional training is required for a new employee.
- 10) A schedule for recurrent training, a description of recurrent training, and procedures for determining requirements for other training.
- 11) Recordkeeping procedures, including records of the following:
 - a) Training dates,
 - b) Who performed the training (instructor should indicate by signing),
 - c) The number of hours of training performed, and
 - d) The content of the training performed.
- 12) Criteria for determining the quality of the training program (training standards).
- 13) Evaluation of the need to revise training programs.
- 14) A training syllabus that describes the following:
 - a) Content of each training course,

- b) Format of training (classroom, OJT),
 - c) Duration of training courses,
 - d) Standards for grading students, and
 - e) Training aids.
- 15) A statement that RII students are appropriately certificated, qualified, trained, authorized, and current as airframe and/or powerplant mechanics or appropriately Criteria to determine acceptability of contract training, to include:
- a) Qualifications of instructors,
 - b) Criteria to establish appropriateness of reference material being taught,
 - c) Reporting procedures to inform the certificate holder/program manager of student progress,
 - d) Criteria to determine adequacy of facilities, and
 - e) Criteria to evaluate contractor's training syllabus.

b. Review RII Training

The certificate holder/program manager/applicant must provide RII original and recurrent training, including:

- 1) A method for notifying the RII candidate of the successful completion of the course.
- 2) A method for receiving confirmation by the candidate of acceptance of RII authorizations and responsibilities.

c. Observe Certificate Holder/Program Manager/Applicant Performing Training

This observation is performed regardless of whether the certificate holder/program manager performs the training or contracts with another company.

- 1) Ensure that facilities are adequate, including classrooms, training aids, and reference materials.
- 2) Evaluate the instructor's presentation and knowledge.
- 3) Ensure that course content and instruction is in accordance with the training syllabus.
- 4) Ensure that training recordkeeping is performed in accordance with the maintenance/RII inspection program.

2. EVALUATE AND ACCEPT A MAINTENANCE HUMAN FACTORS TRAINING PROGRAM

a. Acceptable Topics.

An unlimited number of human performance topics are acceptable for all types of human factors training. Review and acceptability of the content should be guided by this document and references herein. The Principal Airworthiness Inspector should consider the size of an organization and the work it performs when reviewing an organization's human factors training program.

b. Key Topics in a Good Human Factors Training Program.

The DGCA maintenance human factors experts along with other regulatory agencies, including the , Federation Aviation Administration (FAA), (European Aviation Safety Agency (EASA) and Transport Canada (TC), have identified the following key topics that a good human factors training program is likely to include:

- 1) A general introduction to human factors.
- 2) Safety culture/organizational factors.
- 3) Human error (i.e., error principles, event investigation, and case studies).
- 4) Human performance and limitations.
- 5) Environments, both physical and social
- 6) Organizational procedures, information, tools, and proper task documentation and sign-off practices.
- 7) Planning of tasks, equipment, and spares.
- 8) Communication and the lack thereof.
- 9) Teamwork and leadership.
- 10) Professionalism and integrity.
- 11) Shift and task turnover.
- 12) Undocumented maintenance.
- 13) The "Dirty Dozen", to include:
 - a) Complacency.
 - b) Lack of knowledge.
 - c) Lack of communication.
 - d) Lack of teamwork.
 - e) Distraction.
 - f) Lack of resources.

- g) Pressures.
 - h) Lack of assertiveness.
 - i) Norms.
 - j) Stress.
 - k) Lack of awareness.
 - l) Fatigue management/fitness for duty.
- 16) Procedural noncompliance.
 - 17) Voluntary reporting and just culture.
 - 18) Risk-based decision making and risk assessment.
 - 19) DGCA Compliance Philosophy.

c. Evaluate Training Program Content.

- 1) The procedure for obtaining training program acceptance normally begins with a meeting between the training provider's key personnel and the principal inspector (PI) or responsible ASI to discuss the scope of the training, the timing of the program document submittal, and other issues. This meeting will be an opportunity for the training provider to ask questions about the DGCA process. Although highly recommended, this is not a required meeting.
- 2) The training provider may submit its training program contents as electronic media if it ensures the reviewing DGCA office is able to look at and store the submitted material in the selected media format. A transmittal document must accompany material submitted electronically. These transmittal documents may be in the form of an email, fax, or letter and may include the use of electronic signatures. The training provider's accountable manager or someone acting on the manager's behalf should sign the submittal. If a program is too large to send electronically, it will be the responsibility of the training provider to make alternate arrangements to deliver the program to the DGCA office for review. The reviewing DGCA office may use the criteria and standards described in AC 120-72 (or the equivalent advisory material), and the items listed to review the content of the initial training program. Not every item listed in the guidance needs to appear in the training, but the reviewing office should use the list

to suggest items that better meet the needs of the maintenance organization.

- 3) The DGCA will review the proposed training program or revision and either accept it or prepare an explanation of why the program or revision is not acceptable as submitted. The reviewing office will send a letter or electronic transmittal of its approval or nonacceptance to the individual who signed the submittal for the training.
- 4) If the DGCA does not accept a submittal, the training provider should propose revisions that address the DGCA's concerns. When the training provider has adequately addressed all the concerns expressed in the DGCA nonacceptance, the DGCA will accept the human factors training program content.
- 5) The training provider, or input from the PI or responsible ASI, can initiate a change to the accepted human factors training program. The training provider should provide any revisions to the program content to the inspector for acceptance. The training program may change to accommodate modifications to the training provider's work, and/or its customers, and in response to the ongoing assessment processes of the customer and of the DGCA. Correction of typographical errors and changes to phone numbers are examples of changes not requiring DGCA acceptance or approval. However, the training provider should send a corrected copy to the DGCA.
- 6) The instructor should have capabilities and experience related to aviation maintenance and/or the human factors discipline that a reasonable person would accept as credible. The instructor should have effective communication skills and the ability to convey credibility to the majority of the students or course participants. Experience in, and understanding of, aviation maintenance is an acceptable course leader's most highly preferred attributes.
- 7) The DGCA does not determine instructor qualifications. However, if the DGCA—through its surveillance process—finds that the qualifications or skills of an instructor are deficient, the training provider must correct any deficiency associated with that instructor and with its instructor selection.

- 8) The training program should have a process measurement element that verifies the effectiveness of the training. This provides a continuous improvement characteristic to the training program. Therefore, one of the key areas the DGCA will monitor is the feedback process, which takes evaluation results and adjusts training needs. The DGCA may independently assess training to evaluate effectiveness, particularly where safety risk is relatively high.
- 9) If the program or program revision submittal is in an electronic format, the DGCA inspector will indicate acceptance, or non-acceptance, with an email message or letter. If the DGCA denies the submittal, the email message or letter will include an explanation of the denial.
- 10) The training provider or operator should initiate its revision process by informing the DGCA that it is planning to submit a human factors training program for acceptance. This should be done with an in person initial meeting, or a letter of request sent to the local DGCA office.
- 11) The DGCA will communicate acceptance status by one of the following means:
 - a) The DGCA issues a letter of acceptance when the review of the training program or revision shows compliance with the form and manner prescribed in this chapter.
 - b) The DGCA issues a letter of non-acceptance, with an explanation of the discrepancies, when rejecting a human factors training program or revision.

3. EVALUATE AND ACCEPT A MAINTENANCE BASIC COMPONENT TRAINING PROGRAM

A. An effective training program should contain the following elements.

- (1) Needs Assessments.

The Company should have defined processes for objectively identifying its training requirements and assessing each individual's capabilities.

- (2) Area of Study and Course Definition.

The training program should include the procedures used to design each area of study, and/or individual classes or lessons. This includes defining the specific purpose and objectives of a given area, any prerequisites, any required lessons, any time requirements, and the desired outcome—gained technical skill or knowledge. The individual courses associated with a particular area of study should include a detailed description of the technical information or skill that will be taught, along with the referenced material, tools, equipment, or procedures that will be used, the methods and sources of training available, instructor qualifications, and method of recording employee accomplishment.

(3) Identification of Training Sources and Methods.

The Company should have a method to identify and select the sources and methods of training that will meet the regulations and its training objectives.

(4) Measurement of Effectiveness.

To avoid the potential of assigning an unqualified person to maintenance or alteration tasks, the training program may include a process to continually measure the effectiveness of the overall training program and individual training courses.

(5) Training Documentation.

The Company must have procedures to document each individual's training to ensure compliance with part CASR. This includes defining the extent of training records and establishing a system for creating, accessing, and retaining training records for 2 years after the training is provided.

(6) Interfaces.

The Company should include a description of how its training program interacts with other repair station functions, particularly how the capabilities of employees are assessed prior to being assigned maintenance (including inspection), preventive maintenance, and alteration tasks.

B. Each Company procedures addressing the suggested elements will vary in terms of complexity and scope to fit the Company requirements. Ultimately, the training program must ensure each employee performing

maintenance (including inspection), preventive maintenance, or alteration duties is capable of performing assigned tasks.

CHAPTER IV TRAINING RECORD

1. TRAINING DOCUMENTATION

- a. The Company must document the required individual employee training in a format acceptable to the DGCA. The capability of each employee depends on training, knowledge, and experience. Consequently, the determination by the company that an employee is able to perform the maintenance, preventive maintenance, or alteration assignment requires an analysis of the factors that contribute to the employee's capability. The data to accomplish this analysis should be found in the employee's training records if the principles of this SI are followed when the training program is developed.
- b. The company may retain its training records electronically or in hard copy. In either case, the repair station should standardize the format and content for the training records based on individual job assignments. Each employee's records should contain at least:
 - 1) The employee's name and job position.
 - 2) Training requirements as determined by the needs assessment, including requirements for indoctrination (initial and recurrent), and other training required by areas and course titles.
 - 3) DGCA certificates applicable to the qualifications (i.e., supervisors, RII personnel, and persons approving articles for return to service must be certificated under CASR part 65).
 - 4) Other certifications, diplomas, and degrees.
 - 5) Authorizations and qualifications (if not covered by CASR part 65 certificates).
 - 6) Proof of training course completion, if determined applicable to capabilities.
 - 7) List of accomplished training, to include enough information to determine whether it is applicable to the employee's capability to perform assigned tasks:
 - a) Course title or description
 - b) Course objective
 - c) Date completed
 - d) Test results
 - e) Total hours of training

- f) Location of training
 - g) Name of instructor and/or instructor qualifications
 - h) Signature of employee
- 8) Other documentation relevant to determining capability to perform tasks associated with assigned duties, such as past employment, written, oral and practical tests results, etc.
- c. All records that are required by the training program to determine whether an employee is capable of performing assigned tasks, as well as those that document training conducted by the repair station, should be considered those required by CASR. Therefore, these records should be detailed in the training program and retained for a minimum of 2 years. The repair station is encouraged to have procedures to regularly review all training records to ensure they comply with the requirements set forth in the training program manual.

The inspection areas previously outlined should constitute the core areas of an company's training program that were evaluated by the DGCA before the issuance of final approval. These inspection areas apply to all company's and vary only in their complexity from operator to operator.

In certain situations, there may be a requirement for the DGCA to initiate a "special emphasis" training program inspection of one or more specific areas. This type of inspection may be initiated for several reasons such as an incident, an accident, or a series of deficiencies discovered through trend analysis of surveillance data. Special emphasis training program inspections usually focus on a limited area, such as use of checklists or windshear training, and are relatively short in duration.

Training Program and Training Record inspection conducted by inspection with combining between training records and CMM. Before the inspector can inspect any particular training program area, the inspector should introduce themselves to the instructor or examiner maintenance personil conducting the training and display his DGCA credentials.

- d. Qualification Record

Records should be examined to determine the following:

- 1) Adequacy

The record-keeping forms which the certificate holders uses are adequate for recording essential information which is required by the DGCA.

2) Practicality

The forms are easy to fill out and to understand.

3) Accessibility and Security

Records are easily accessible to the certificate holders staff who are required to use them, and secure from tampering by unauthorized individuals.

4) Accuracy

Details of individual training events are properly recorded by instructors and examiners.

5) Currency

Individual files have been expeditiously updated following completion of a training or qualification event.

6) Conformity

Employees are properly licensed and rated, have received all required training and checks, and are fully qualified to be used in their specific for Flight crew member, Flight Engineer and Flight Navigator duties.

2. INTERFACES WITH THE TRAINING PROGRAM

Company ensure that all of its employees performing maintenance (including inspection), preventive maintenance, or alteration tasks are capable of properly accomplishing that work.

One of the measures for determining capability is the training an employee receives. When supervisors or managers assign tasks, they should have a procedure to verify the individual assigned has demonstrated the knowledge and skills necessary to properly accomplish the work.

Consequently, the repair station should clearly define the interfaces between the employee's individual capabilities, the training records, and the maintenance planning process in its description of the training program.

APPENDIX A

APPLICABLE FORMS

DGCA Form No. 120-52 , Part 121/135 AOC Certification and Surveillance Checklist Training Program.



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION**

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MAINTENANCE/INSPECTION TRAINING PROGRAM

Operator	Date	Location
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Curriculum Inspected

S=Satisfactory; U=Unsatisfactory; P=Potential; I=Information; E=Exceeds

<p>A. TRAINING CURRICULUM</p> <ol style="list-style-type: none"> 1. ___ Appropriate Title(s) 2. ___ List of Effective Pages 3. ___ Record of Revisions 4. ___ CAA Approved 5. ___ Training Need Analysis 6. ___ Objective(s) Stated 7. ___ Training Hours Specified 8. ___ Currency 9. ___ Conformity <p>B. INSTRUCTOR COURSEWARE</p> <ol style="list-style-type: none"> 1. ___ Title 2. ___ Detail 3. ___ Usability/Practicality 4. ___ Consistency 5. ___ References 6. ___ Validation <p>C. STUDENT COURSEWARE</p> <ol style="list-style-type: none"> 1. ___ Consistency 2. ___ Detail 3. ___ Validation 	<p>D. TRAINING FACILITIES AND ENVIRONMENT</p> <ol style="list-style-type: none"> 1. ___ Classroom Space 2. ___ Storage Space 3. ___ Instructor Areas 4. ___ Lighting 5. ___ Noise and Temperature <p>E. TRAINING AIDS AND EQUIPMENT</p> <ol style="list-style-type: none"> 1. ___ Instructions for Use 2. ___ Condition 3. ___ Fidelity <p>F. PRACTICAL TRAINING</p> <ol style="list-style-type: none"> 1. ___ Training 2. ___ Knowledge 3. ___ Instructional Technique and Delivery 4. ___ Adherence 5. ___ Briefings 6. ___ Debriefings 7. ___ Evaluation 	<p>G. EXAMINERS</p> <ol style="list-style-type: none"> 1. ___ Staffing 2. ___ Training and Qualification 3. ___ Standardization 4. ___ Level of Activity <p>H. TESTING AND CHECKING</p> <ol style="list-style-type: none"> 1. ___ Written Test Standars 2. ___ Oral and Practical Test Standards <p>I. QUALITY CONTROL</p> <ol style="list-style-type: none"> 1. ___ Training Adequately Monitored 2. ___ Utilizes Progress Evaluations 3. ___ Training Folders <p>J. TRAINING AND QUALIFICATION RECORDS</p> <ol style="list-style-type: none"> 1. ___ Adequacy 2. ___ Practicality 3. ___ Accessibility and Security 4. ___ Accuracy 5. ___ Currency 6. ___ Conformity
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Remarks (Continue on back if necessary)

OVERALL RESULT: Satisfactory
 Unsatisfactory

INSPECTOR'S NAME AND SIGNATURE

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M. Sc

Salinan sesuai dengan aslinya
KEPALA BAGIAN HUKUM

