

# Table of Contents

---

Manual Distribution List.....	iv
Record of Revisions .....	v
List of Effective Pages.....	vi
Section 1: GENERAL AND ADMINISTRATIVE PROCEDURES .....	1-1
1.1 Introduction.....	1-1
1.2 Manual Revision, Distribution, and Control Process.....	1-2
1.3 Recordkeeping .....	1-4
1.3.1 Confidential Documents .....	1-4
1.4 Definitions.....	1-4
1.5 Acronyms.....	1-6
Section 2: JOB QUALIFICATIONS.....	2-1
2.1 Job Positions .....	2-1
2.2 Job Functions .....	2-1
2.3 Tasks and Skills.....	2-2
2.4 Minimum Standards.....	2-2
Section 3: TRAINING .....	3-1
3.1 Types of Training.....	3-1
3.2 Topics Offered .....	3-1
3.3 Topic or Course Approval Process .....	3-2
3.4 Instructor Approval Process.....	3-3
3.5 Mandatory Courses .....	3-3
Section 4: EMPLOYEE TRAINING PROCESS.....	4-1
4.1 Responsibility .....	4-1
4.2 Employee Assessment Process .....	4-2
4.3 Waivers.....	4-3
Section 5: FORMS .....	5-1





# Table of Contents

---

Record of Revisions .....	iii
List of Effective Pages .....	iv
Section 1: INTRODUCTION .....	1-1
1.1 Purpose .....	1-1
1.2 About ARSA .....	1-2
Section 2: TERMINOLOGY .....	2-1
2.1 Definitions .....	2-1
2.2 Acronyms .....	2-3
2.3 Concepts .....	2-4
2.3.1 Who Requires Training .....	2-5
2.3.2 Tasks and Skills .....	2-6
2.3.3 Body of Knowledge .....	2-6
2.3.4 Initial and Recurrent Training .....	2-8
2.3.5 Certificates .....	2-9
2.3.6 Demonstrating Competency .....	2-9
Section 3: REQUIREMENTS .....	3-1
3.1 FAA .....	3-1
3.1.1 FAR part 145 Requirements .....	3-2
3.1.2 FAR Part 65 Requirements .....	3-3
3.2 Other Regulatory Agencies .....	3-3
3.2.1 Occupational Safety and Health Administration (OSHA) .....	3-3
3.2.2 Department of Transportation (DOT) .....	3-3
3.2.3 State Requirements .....	3-3
3.2.4 European Requirements .....	3-4
3.3 Non-Regulatory Bodies .....	3-4
3.3.1 Contractual Requirements .....	3-4
3.3.2 Industry Standards and Guidelines .....	3-4
3.3.3 Human Factors .....	3-4
3.4 Business .....	3-5
Section 4: ESTABLISH JOB QUALIFICATIONS .....	4-1
4.1 Identify and Describe the Job .....	4-1
4.1.1 Job Position .....	4-1







## 2.3 Tasks and Skills

**Note to User: The purpose of this section is to establish the tasks and skills required for each job. This section is not necessary for small companies where the tasks and skills will not apply to more than one position. If you do not wish to use this section, delete it entirely along with references to the Task List. Delete this note from the final version of your manual.**

The list of tasks that make up job duties for all jobs at this repair station, and the body of knowledge necessary to perform those tasks are listed on the Task List. This List will be used to establish training requirements for the skills associated with the tasks that are shared by more than one position in the company.

## 2.4 Minimum Standards

**Note to User: The purpose of this section is to describe the minimum standards required of every individual employed at the repair station. The standards should be assessed and adjusted depending upon determinations by management. However, once listed, they must be adhered to by persons performing maintenance, preventive maintenance or alterations under the repair station certificate. Delete this note from the final version of your manual.**

Minimum standards are required for every individual employed by the repair station. The company considers the following as minimum standards:

- Language (read, write, speak and understand English)
- Arithmetic (perform basic arithmetic, such as add, subtract, multiply, divide)
- Color recognition (recognize and distinguish yellow, red and blue tags)
- Physical (acceptable vision with corrective lenses and legible handwriting; capable of lifting 40 pounds)
- Computer (perform basic data entry, and open and save files)
- Vocabulary (understand basic terminology used in their functional job area)

Minimum standards are verified during the hiring process and documented on the Employee Assessment form.

Waivers for any of the minimum standards must be based upon demonstrated competence to ensure the capability of performing assigned tasks.