

**KINGS AVIONICS, INC.**

**TRAINING PROGRAM MANUAL**

**CRS #KD6D661N**  
**237 NORTH 2370 WEST**  
**SALT LAKE CITY, UT 84116**

**CRS# KD62661N**  
**1430 JET STREAM DR. SUITE 120**  
**HENDERSON, NV 89052**

**CRS# KD6R661N**  
**2483 SOUTH 1200 EAST**  
**APPLE VALLEY, UT 84737**

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## INTRODUCTION

This Training Manual has been prepared in accordance with the current Federal Aviation Regulation (FAR's), and the policies and procedures of Kings Avionics, Inc.

This training program manual describes the policies and procedures practiced by Kings Avionics, Inc. to determine its training requirements and to develop its training program. The program ensures each qualified employee has the knowledge and skills to perform assigned maintenance, preventive maintenance, and alteration tasks.

To ensure that training requirements for the Company and Employees are identified, training standards will be established, provided, and reviewed. Any revisions made to this document will be submitted to the FAA for approval.

Kings Avionics, Inc. utilizes various forms in all departmental procedures, including maintenance, Installation, Inspection, and administration. Kings Avionics, Inc., will only recognize handwritten and/or electronic signatures (when available) to all forms in Kings Avionics, Inc. Forms Manual, and will be authenticated as described in the Repair Station Manual. All employees will be trained on these procedures at initial training.

Kings Avionics, Inc.'s training program will consist of the following basic components:

- A training assessment for each qualified employee to identify overall company training needs as well as individual training needs.
- The method for identifying areas of study and/or courses available to each qualified employee
- The method of documenting employee qualifications and training
- The method used to ensure the effectiveness of the training program and to make changes when necessary

The Chief Inspector is responsible for ensuring Kings Avionics, Inc. complies with all of the components of this training program.

The General Manager as well as the Chief inspector has overall authority for the training program. Any changes to the training program will be coordinated with the General Manager as well as the Chief inspector.

All personnel working for Kings Avionics, Inc. will have access to this manual. The most current version will be supplied thru an icon named "KAI Manuals" on all computer terminals supplied by Kings Avionics Inc. All personnel are required to thoroughly understand its contents.

## MANUAL CONTROL

This manual will be stored on Kings Avionics main computer server. Kings Avionics, Inc. will supply a direct link on every computer terminal for manual access for all employees. A computer backup will be performed every Friday and a copy will be stored in the Kings Avionics, Inc. safe in case of computer failure. Each employee will be trained on the procedure to access all the manuals at the time of hiring.

The General Manager will be notified by a department supervisor in the event this manual is not current, and valid for that department's use, and will identify needed changes using form KA-10 (Manual Change Request). A sample of this form is found in the Forms Manual. The General Manager will have the revisions found necessary, produced in a final form. The proposed revisions will be submitted to the CHDO (Certificate Holding District Office) for acceptance. The FAA Coordinator will revise manuals as required, and explain the revisions to all employees. An entry into each employee's training record will be added after each employee has been trained to verify and acknowledge the understating of each revision. Upon approval by an authorized Repair Station representative, the repair station will commence operating within the guidelines of the new revision. The "List of Effective Pages" will reflect the Approval/Acceptance of the current revision. A file will be maintained, showing on a continuous basis, the disposition of each manual change. The CHDO will be notified each time a revision to this manual is needed. Revised areas will be identified by a vertical bar in the margin.

Revisions found "not acceptable" to the CHDO, which do not conform to applicable regulations, will be addressed by Kings Avionics, Inc. as a top priority. The identified procedure or action will cease, and acceptable changes implemented immediately. The maintenance/administrative actions that were performed under revisions found "not acceptable" by the CHDO will be addressed in the following order:

Safety of Flight: Aircraft operator to be notified immediately, and advised that aircraft is to remain on the ground until this repair station can correct the problem, or coordinate with another certified repair station to correct the problem.

Procedure/Record Keeping: Aircraft operator to be notified immediately, and advised of the problem. The operator will have the option to operate the aircraft until the problem can be corrected.

Problems that do not affect aircraft and/or appliances will be dealt with internally and immediately to correct them.

## **MANUAL CONTROL (continued)**

### **SATELLITE FACILITIES**

All satellite facilities under Kings Avionics, Inc. will also be supplied with a direct link on every computer terminal. Each employee will be trained on the procedure to access all the manuals during their initial training. A stored copy will be supplied to each facility in case of computer failure.

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**Revision Log**

<b>Revision Identifier</b>	<b>Revision Date</b>	<b>Description of Revision</b>	<b>Repair Station Approval</b>
0	02-12-07	New Manual	SEE LIST OF EFFECTIVE PAGES
1	06/08	Update manual to reflect move	SEE LIST OF EFFECTIVE PAGES
2	01/2010	Changes reflect manual storage and availability	SEE LIST OF EFFECTIVE PAGES
3	04/2010	Changes to reflect adding satellite facilities	SEE LIST OF EFFECTIVE PAGES
4	10/2010	Electronic signature and Electronic storage	SEE LIST OF EFFECTIVE PAGES
5	03/2015	Changed address of KD6R661N, from Salt Lake City UT, to Apple Valley UT; changed address of KD6D661N from St. George UT, to Salt Lake City UT	SEE LIST OF EFFECTIVE PAGES

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**List of Effective Pages**

<b><u>PAGE NO.</u></b>	<b><u>REV.</u></b>	<b><u>DATE</u></b>
COVER PAGE	5	03/2015
i	3	04/2010
ii	4	10/2010
iii	4	10/2010
iii(a)	3	04/2010
iv	4	10/2010
v	4	10/2010
vi	3	04/2010
1	0	02/2007
2	0	02/2007
3	3	04/2010
3(a)	4	10/2010
4	4	10/2010
4(a)	4	10/2010
5	0	02/2007
6	4	10/2010
6(a)	4	10/2010
7	0	02/2007
8	3	04/2010
9	0	02/2007
10	3	04/2010
11	0	02/2007
12	3	04/2010
13	0	02/2007
14	4	10/2010
15	0	02/2007
16	3	04/2010
17	0	02/2010
18	3	04/2010

FAA APPROVED: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
 AVIATION SAFETY INSPECTOR DATE QA MANAGER DATE

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**Satellite Facilities**

All Satellite Facilities operation under Kings Avionics, Inc. will adhere to all requirements set forth by FAA approved Training Program Manual. Any differences in procedure will be attached in an attached appendix.



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## **Manual Revision and Notification**

The process for submitting changes is described in the Kings Avionics, Inc. Repair Station Manual.

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## **Training Needs Assessment**

Kings Avionics needs assessment will be broken down into a two-part process. Kings Avionics', Inc. overall training requirements, as well as the individual employee training requirements.

### **Overall Needs**

To determine Kings Avionics, Inc. overall training requirements, the Managers of each Department must review the Operation specification (OPSspecs), Job description duties and responsibilities listed in the Quality Manual, Technical job functions and Tasks, Current and previous Job tasks, Employment procedures and Policies for hire, and Current employment experience levels for each employee under his/her direction.

This needs assessment will result in a description of the knowledge and skill standard for each job position or function.

Kings Avionics, Inc. will continually evaluate its overall training needs. Additional revisions or changes will be made to the training program when:

- It identifies additional training needs
- Changes to its ratings, facilities, equipment, or work scope requires additional training

Kings Avionics, Inc. may also identify additional training needs through:

- FAA or other external agency oversight findings
- Investigations that lead to voluntary disclosures
- Routine or special quality assurance audits
- Feedback from employees
- The result from audits related to maintenance human factors

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**Overall Needs (continued) Satellites Facilities**

All satellite facilities working under Kings Avionics, Inc. will adhere to all Overall Needs training requirement set forth by the Training Program Manual.

Training records completed by all satellite facilities are to be stored in Kings Avionics' computer system for electronic storage.

The QA manager is accountable to the Chief Inspector to insure that revisions are stored properly in Kings Avionics' software.

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### **Individual Needs Assessment**

To determine the individual employee qualifications while under the direction of Kings Avionics, Inc. there will be an overall training requirements evaluation. The managers of each department must review each individuals job description Duties and Responsibilities listed in the Quality Manual, Technical Job functions and Tasks, current and previous Job Tasks, Employment Procedures and Policies for hire, and Current employment experience levels for each employee under his/her direction.

If after this evaluation it is determined that an employee does not possess the capability to perform maintenance, inspection, preventive maintenance, or alteration, appropriate training will be administered.

Kings Avionics, Inc. will continually evaluate its employee training needs. Additional revisions or changes will be made to the training program when:

- It identifies additional training needs
- Changes to its ratings, facilities, equipment, or work scope requires additional training

Kings Avionics, Inc. may also identify additional training needs through:

- FAA or other external agency oversight findings
- Investigations that lead to voluntary disclosures
- Routine or special quality assurance audits
- Feedback from employees
- The result from audits related to maintenance human factors

The General Manager ensures the Departments regularly review the results and reports for additional training needs.

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**Individual Needs Assessment (continued) Satellite Facilities**

All satellite facilities working under Kings Avionics, Inc. will adhere to all Individual Needs training requirement set forth by the Training Program Manual.

Training records completed by all satellite facilities are to be stored in Kings Avionics' computer system for electronic storage.

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## **Initial Training**

Initial training will vary based on the individual's tasks or assignments.

All employees will be trained to the satisfaction of the Chief Inspector. They must demonstrate a basic knowledge of the items listed below.

- Inspection Policies and Procedures Manual
- Quality Assurance Manual
- Training Manual
- Detailed Procedures Manual
- Forms Manual

All new employees will be trained within 90 days from the date of hire. Training of each new employee is the responsibility of the employee's immediate supervisor, and/or the Chief Inspector and/or the Quality Assurance Manager.

Initial training for electronic signature/record keeping will be given to all personnel that qualify. Procedure is outlined in Kings Avionics' Detailed Procedures Manual.

Formal training will be optional and will be determined on a needs basis.

On the job training will be the preferred method of training.

Seminars will be attended provided the content is applicable to the tasks assigned or for further development of the individual or Kings Avionics, Inc. Kings Avionics, Inc. will utilize all media available for currency, training, and developmental purposes. OEM manuals as well as service bulletins and advisories will be reviewed before performing maintenance.



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**Initial Training (continued) Satellite Facilities**

All satellite facilities working under Kings Avionics, Inc. will adhere to all Initial Training requirement set forth by the Training Program Manual.

Training records completed by all satellite facilities are to be stored in Kings Avionics' computer system for electronic storage.

The QA manager is accountable to the Chief Inspector to insure that revisions are stored properly in Kings Avionics' software.

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## **Recurrent Training**

Recurrent training will be information that supports, expands, or refreshes initial training areas of study, courses/lessons, or other requirements.

Kings Avionics, Inc. requires recurrent training will be conducted periodically as deemed necessary, and documented in the training records.

An annual review will be required by all department supervisors for training compliancy.

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## **Remedial Training**

Remedial training will be administered for all employees exhibiting performance issues.

The procedures for remedial training will be the same as initial training, except the techniques will vary to provide a greater understanding of the Material. When this form of training is required, the employee will be required to demonstrate knowledge and skills in regards to the materials prior to returning to work under Kings Avionics, Inc.

Employees training records will reflect areas where remedial training was applied to meet acceptable standards. This information will be used in the training needs assessment for the employee's future training.

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## **Course Definition for Initial & Recurrent Training**

Kings Avionics, Inc. will supply definition of material covered in the training of all supervisors in each department as well as all employees.

- The Accountable Manager must exhibit a high level of knowledge as well as skill to effectively manage all departments under Kings Avionics, Inc.
- All Supervisors must exhibit a high level of knowledge and skill in his/her area to effectively oversee all employees under their supervision, under Kings Avionics, Inc.

All employees performing maintenance and/or alterations on aircraft and all products will receive training in the event that a process or procedure is changed.

All Employees performing maintenance or alteration of aviation products will be trained on the Repair Station and Quality Control Manual.

Applicable Federal Aviation Regulations (FAR) for the performance of the assigned task are as follows:

- 1.** Manufacturer's Instructions for the Task to be performed.
- 2.** Applicable Airworthiness Directives
- 3.** Appropriate methods for Test and appropriate approval for Return to Service documents.
- 4.** Any issues relating to safety of others and self.
- 5.** Compliance with Hazardous Materials rules.
- 6.** Any other subject deemed necessary by the Accountable Manager.

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## **Maintaining Training Records**

Records of each type of training performed will be maintained for all employees working on aircraft, aircraft appliances, or any part thereof. Training will be documented in the required Training Log (Form KA-20) and on the Training Record (KA-25). To observe samples of these forms they are found in the Forms Manual. These records will be maintained in each employee's individual record. Records shall include the type of training, or the title of the class, the date of completion, where it was performed, and the name of the instructor who performed the training. These records will be retained for a period of no less than two years after the termination of the employee. These records will be maintained and electronic stored in Kings Avionics' computer system.

All personnel that are identified to be certified repairman by the FAA under this Repair Station Certificate, must comply with the requirements defined in Federal Aviation Regulations (FAR) Part 65; Subpart E.

It is the responsibility of each employee to review his/her records for accuracy.

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## **Work Performed Under Parts 121 or 135 Operations**

Kings Avionics, Inc. will train employees that perform maintenance and/or alterations on aircraft and all products under Part 121 as well as Part 135 of the FAR.

- All maintenance performed on aircraft maintained under Part 135 Section 135.411(a)(1) will be performed in accordance with all manufactures instruction and records in compliance with King Avionics, Inc. Quality Control Manual.

Maintenance performed in aircraft maintenance under Part 135 or 121 using Continuous Airworthiness Maintenance Program (CAMP) will be performed in accordance with the operator's maintenance and administrative procedures and forms.

- Provided the technician is trained on the operator's procedures and practices for the functions provided.
- Use all operator's forms and documents for recording maintenance and alterations.

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## **Qualification for Non-Certified Persons**

Non-certificated personal must be evaluated in accordance with the training needs assessment program and trained as necessary.

The repair functions performed by the non-certificated person must not be functions that require a certificated person to perform.

- When Kings Avionics Inc. has trained an employee for the appropriate amount of time they may recommend this individual for a repairmen certificate in accordance with Part 65 of the FAR.