Form KA-20 (Required Training Log) – This form is used to document required training for employees. This form will be completed and maintained by the employee’s supervisor, showing the type, date, and who trained the employee. This form will be scanned in Kings Avionics’, Inc. computer system under the employee’s Training Records.

Form KA-21 (Scrap Tag) – This tag is placed on items to be scrapped. The technician and/or inspector will place a completed tag on parts/appliances to be scrapped. When the parts/appliances have been scrapped, and documented in the proper manner, the tag will be destroyed.

Form KA-22 (Scrapped Parts Log) – This form is used to document scrapped parts. This form will be completed and signed by an authorized inspector. The Chief Inspector, or his/her designee, will verify by signature. The form will be kept on file for not less than two years.

Form KA-23 (Shelf Life Item) – This tag will be attached to all shelf life items. This tag will be completed by the Parts Inspector, showing a Control #, and expiration date, and attached to each shelf life item. The tag will remain on each item until used, or disposed of.

Form KA-24 (Test Equipment Calibration and Inspection Form) – This form is used for in-house equipment calibration. This form will be completed by the technician performing the calibration of the equipment, and will be signed by an inspector. The completed form will be scanned into the appropriate records and/or the e work order.

Form KA-25 (Employee Training Record) – This form is used to document employee training. Employee training is entered on this form by the trainer, showing the type of training, method used, hours, trainer, employee initials, and other pertinent information. This form will be scanned in Kings Avionics’, Inc. computer system under the employee’s Training Records.

Form KA-26 (Weight/Balance & Equipment List Revision) – This form is used to amend the aircraft’s weight and balance, and equipment list. The technician will complete this form when the weight and balance has changed, or new equipment has been installed. An authorized inspector will sign and place into the Airplane Flight Manual. The completed form will be stored and/or scanned into the appropriate records and/or the work order.

Form KA-27 (Tested Sticker) – This sticker is used for altimeter tests. When an altimeter has been tested per 14 CFR Part 43, Appendix E. The technician will complete, and place the sticker on the altimeter.