# TRAINING

The Training Program consists of initial, factory, on-the-job, and recurrent training, approved and scheduled as required by the General Manager for Kings Avionics, Inc. Training will be provided for any employee working on aircraft, aircraft appliances, or any part thereof.

After approval by Kings’ Avionics, Inc. President, the FAA Coordinator or his/her designee will submit the Training Manual and any subsequent revisions, to the FAA/CHDO for approval, in electronic form (PDF). FAA approval will be noted on the “List of Effective Pages”, and will reflect the current revision. Revisions are marked with a vertical bar in the margin. The FAA/CHDO will be notified each time a revision is needed.

The FAA Coordinator will revise manuals as required, and explain the revisions to all employees. All employees will fill out an Employee Training Record KA-25 to verify and acknowledge the understating of each revision. An electronic copy of the Employee Training Record KA-25 will be digitally stored into all employees training records.

Training shall be documented on form KA-25 (Employee Training Record). Training will be documented in the company computer system under Training Records.

Training records will be retained for a minimum of 2 years after the termination of an employee. Requirements and procedures for applicable training can be found in the Training Manual. A sample of form KA-25 can be found in the Forms Manual.

Kings Avionics, Inc. President and FAA Coordinator will review the Training Manual for currency and completeness yearly.