



**MEMBER to MEMBER**

**The AIA Messenger**

**JUNE 2008**

**Website: [www.aia.net](http://www.aia.net)**

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The Aviation Instrument Association is dedicated to Professionalism and Aviation Safety and is established as a unification of aviation instrument professionals to promote understanding, dissemination of information, mutuality and fraternity through common purpose. Further, the Aviation Instrument Association shall provide a forum for communication within the aviation community with aviation consumers and appropriate governing authorities.

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## **BOARD OF DIRECTORS**

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## Letter from the President

June 4, 2008

Dear Members and Aircraft Instrument Associates,

Your board of directors meeting was held in Washington D.C. during the AEA National Convention on Friday evening, April 25th and was well supported by the board members. Our financial report was accepted by the board and reflected a strong membership, which can be attributed to the benefit we received from the Blue Tuna Training Program.

Members have found the training beneficial and everyone should take a good look at the courses available, as they keep our members in compliance with FAA Training Requirements. Training provided by the Aviation Instrument Association has been well received by the FAA for 145 Repair Stations with Instrument Class ratings.

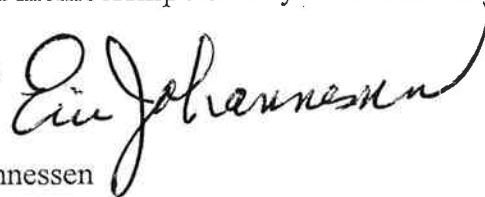
Our businesses are changing, some older more efficient piston aircraft are seeing new use because of the high cost of jet fuel and some shops have already seen this business return. An old friend to the industry, Don Bigby, was observing that nicely re-finished engine gauges and flight instruments still look good next to EFIS flat panel displays if the dials are refinished. So, what's old is new again and that is true of us too.

On May 21<sup>st</sup> I had the opportunity to meet the new acting FAA Administrator Mr. Robert A. Sturgell. He was the keynote speaker at the Aviation Hall of Fame Induction Dinner. You'll be happy to know that he was an accomplished Navy Officer and Pilot and was qualified on the Boeing 757, 767 aircraft. So flying is his career and love. I took the opportunity to explain to him that the AIA does not agree with limited class ratings and that we wish to retain our instrument classes 1, 2, 3 and 4. He listened intently to what I had to say.

The board is looking for a good training opportunity for our national convention in October or November as well as suggestions for a location. Or we can do something just for fun, like visiting the Dayton, Ohio, Air Force Museum. We would appreciate hearing from you so that we can present our options and make arrangements at this late date.

I would like to take this opportunity to welcome our new members, PWI, Aerospace Instrument Support, and Mid America Avionics and Instruments. You will find enclosed an updated membership list for your convenience.

Sincerely,



Eric Johannessen  
President



## About Mid America

Mid America Avionics and Instruments is your nonstop highway for sales and service of new and used avionics and instruments.

### **Mid America Avionics and Instruments, Inc.**

816 Erin Drive  
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Send e-mail to our [service desk](#).

FAA Certified Repair Station #UIWR169Y

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Aviation Instrument Association  
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## NEW MEMBER



**INSTRUMENT SUPPORT, Inc.**  
FAA/JAA APPROVED CRS #X176073

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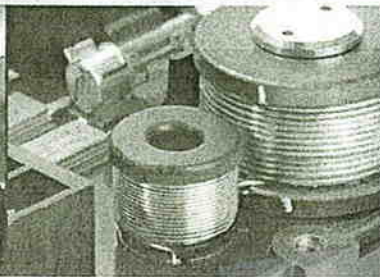
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FLOURESCENT LIGHTING

PWI pioneered flourescent lighting systems for the aircraft industry in 1972 and has been a leading OEM supplier ever since. Manufactured in-house, we can custom bend tubes to match any installation.



COIL WINDING

PWI has been in the coil winding business since 1963. We design, engineer, and manufacture all types of electrical windings from transformers to inductors to magnetometers including a full line of specialized tape wound magnetic cores.



CONTRACT MANUFACTURING

PWI provides quality contract manufacturing services. We have a highly skilled engineering staff to aid in your product design/development. We can manufacture from sub-assemblies to fully functional and tested products to fit your needs.



Aviation Instrument Association  
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NEW MEMBER

## **AIA WEBSITE**

**COME VISIT OUR NEW AND IMPROVED WEBSITE**

**[www.aia.net](http://www.aia.net)**

**SEE WHAT YOUR AIA ASSOCIATION IS DOING  
FOR YOU. LOADED WITH LOTS OF INFORMATION  
ABOUT THE INSTRUMENT SHOP INDUSTRY .**

**FOR MORE INFORMATION CONTACT VICE-  
PRESIDENT JEFFREY JOHNSON AT COMMANDER  
INSTRUMENTS & AVIONICS.**

**HAVE A GREAT SUMMER AND SEE YOU AT OUR  
FALL CONVENTION YET TO BE DECIDED.**





# **AIA TRAINING PROGRAM**



- The AIA has partnered with Blue Tuna for On-Line Training which is simple and easy to use.
- All of our training is dedicated to the aircraft maintenance industry, yet we have kept the user in mind when it comes to the way training occurs.
- It is designed around a simple 4 step process.





- Each company receives one username and password. This makes it simple to login.
- Every employee in one company shares the same login and password information.
- Navigate to the Training Program page on AIA website. [www.aia.net/trainingprogram.html](http://www.aia.net/trainingprogram.html)
- Select AIA TRAINING PROGRAM LOGIN.
- Select your course, enter your username and password. Bingo!





- Training is easy. Blue Tuna has designed training to be informative, interesting and NOT boring. Too many times training is just a test of endurance and will. Some of the subject matter can be dry, so we mix graphics, music, sounds, and movies to keep you tuned into the information. The goal is to increase proficiency.





- Once the training event is finished - it is time to test. The quiz is designed with validation in mind. The quiz simply determines to a degree if you received and processed the info. Blue Tuna provides a student guide to help with the quiz and knowledge retention.



- Before the test begins you will be asked for your name, supervisor's name and supervisor's email address. Enter the required info. This is the way you are identified as a unique user and the way you receive credit for the course.





- Once you have completed the quiz and hit the submit button Blue Tuna's web site goes to work behind the scenes. In moments, your quiz is graded, wrapped up in an email and sent to your supervisor. No hassle, simple, easy to use. This email report becomes an electronic or hard copy record of the training you have just completed.





- Just in case the email was typed wrong, a duplicate test report is sent to the AIAA for record.
- If the test record never arrives, then call the AIAA and a duplicate can be sent via email or fax.





- After completion of a test with a passing grade of 70 or above, the AIA will issue an AIA Training certificate for the employee. The certificate will be sent to the supervisor and they will have to sign the certificate to validate the training.





- FAA 14 CFR Part 145.163(b) states: The training program must ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- The company now has the test results and certificate to help show compliance.



# TRAINING COURSES



- These courses require the [Adobe Flash™](#) player. A list of available courses is provided below, along with a brief course synopsis. Note that all online training courses require a broadband connection.
- **EMPLOYEE ORIENTATION TRAINING**
- [Alcohol in the Workplace](#) Alcohol in the Workplace training highlights the effects of alcohol use and abuse on job safety and performance as well as the drinker's health. The result should be greater recognition of alcohol's hazards and greater understanding of the need for zero tolerance of alcohol on the job. (Length 20 minutes)
- [Drug Abuse and the Workplace](#) Drug Abuse and the Workplace training highlights the need to focus attention on how individual drug abuse jeopardizes workplace safety. The result should be greater understanding of the need to keep the workplace drug free and the importance of drug abusers getting help before they harm themselves or others. (Length 25 minutes)
- [Office Safety](#) Office Safety is a comprehensive one course introduction to topics important for office culture and work safety. This training course includes overviews of evacuation procedures, fire prevention, chemical spills, medical emergencies, natural disasters, ergonomics, stress, slips, back safety, and lifting techniques. The automated quiz, grading and reporting features makes this an excellent - no hassle - employee orientation tool. (Length 45 minutes)



- **OSHA - SAFETY TRAINING**
- Bloodborne Pathogens Because of the serious nature of bloodborne pathogens, it's important that employees understand what they are, how they are transmitted and how individuals can protect themselves. This training will help you control the transmission of bloodborne pathogens in the workplace. (Length 30 minutes)
- Electrical Safety Electrical Safety training per OSHA's 29 CFR 1910 Subpart S is a robust training program designed to equip the employer and employee with the knowledge necessary to understand the hazards of electricity, identify and avoid common electrical hazards and follow safe work practices around electrical hazards. (Length 22 minutes)
- Eye Protection Designed to meet the OSHA requirement for Eye Protection, this training will guide your employees to an understanding of hazardous situations in the workplace, and how to protect their eyes from harm. (Length 15 minutes)
- Fire Extinguisher Fire Extinguisher Training is designed to meet the requirements of 29 CFR 1910.157. This training demonstrates the PASS method of operating a fire extinguisher, as well as the identification of types of fire and how to react. (Length 15 minutes)
- Hazardous Communication Every employee has the RIGHT TO KNOW about the chemicals they may come into contact within the workplace. This training will equip workers with information on identification of chemicals and the hazards they represent. (Length 30 minutes)



- **OSHA - SAFETY TRAINING cont;**
- [Lockout Tagout](#) Before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the machine or equipment must be isolated from the energy source and rendered inoperative. This training is designed to equip workers with information regarding lockout tagout procedures, and the importance of adhering to these safety rules. (Length 18 minutes)
- [Machine Guarding](#) Machine Guarding training per OSHA's 29 CFR 1910.211f.... is designed to equip the employer and employee with the knowledge necessary to adhere to safe work practices in machine guarding. (Length 22 minutes)
- [Personal Protective Equipment](#) Personal Protective Equipment Program per OSHA's 29 CFR 1910.132 is designed to equip both the employer and employee. Initial training is provided for supervisors. Supervisors will understand the PPE hazard assessment process, select appropriate PPE for the job, and show employees how to properly wear and care for PPE (Length 30 minutes)



- **REPAIR STATION / AVIATION TRAINING**
- [Airworthy CFR Training](#) Airworthiness is a critical issue in the aviation industry. This one hour training course focuses on issues the mechanic must face as he or she deals with the issue of the airworthiness of aircraft and components. The study includes a close look at the definition of airworthy, the subject of acceptable and approved data, maintenance entries, and the problems associated with compromise in the aviation industry. (Length 50 minutes)
- [PART 43 CFR Training](#) PART 43, MAINTENANCE PREVENTIVE MAINTENANCE, REBUILDING AND ALTERATIONS TRAINING is an in-depth review of PART 43 of the Federal Aviation Regulation. The course contains eight modules or subject areas. We begin with the overview of the regulations. The Meaning of the Term Airworthy; Applicability; Who can work on an aircraft; Who can sign a log book; Performance Rules; Record Keeping and a Summary. This course is one hour long. (Length 50 minutes)
- [Major Repairs & Major Alterations](#) Major Repairs & Major Alterations is an in-depth review of regulatory requirements for major repairs and alterations. This review includes data requirements, airworthiness and performance standards, the STC Process and the FAA Field Approval Process. The STC and Field Approval Process is reviewed step by step. This training is one hour in length. (Length 50 minutes)
- [Facility Security](#) The goal of Repair Station Facility Security Training is to present an overview of security issues present in the typical repair station. This will aid the student in understanding the basic elements of security in the repair station environment necessary to provide a safe place to work and maintain articles that meet airworthiness standards. (Length 20 minutes)



- **REPAIR STATION / AVIATION TRAINING cont;**
- [Flow Charts for Procedures Training](#) Many organizations use flow charts as a means of developing and / or explaining procedures. Flow Charts for Procedures is a mini course designed as an introduction to the function and use of symbols often used in flow charts and process maps. (Length 10 minutes)
- [FOD / Foreign Object Debris Training](#) FOD aka . . . Foreign Object Debris / Foreign Object Damage is a problem across all sectors of aviation maintenance. This is an introduction to FOD that will create a FOD awareness among your employees, reveal the human elements at work in relation to FOD and finally, present basic prevention strategies. (Length 40 minutes)
- [Repair Station Forms Training](#) Repair Station Forms Training simplifies the creation and maintenance of repair station forms. This course is approximately 15 minutes in length and may be used for inspectors training and / or CFR training. Contents include reviews of guidelines found in the AC 145-9 and FAR Part 145. The training is concluded with automated quiz, grading and reporting. This course is a great first step if you create or manage forms used in repair stations! (Length 15 minutes)
- [Housing and Facilities](#) Repair Station Facility Training provides repair station inspectors with guidance concerning the adequacy of the company's facilities. This 15 minute training scenario may be used for inspectors training and / or CFR training. Contents include reviews of guidelines found in the Inspector's Handbook, AC 145-9 and FAR Part 145. The training is concluded with automated quiz, grading and reporting. (Length 12 minutes)





- **REPAIR STATION / AVIATION TRAINING cont;**
- **Human Factors Introduction** Designed to meet the FAA's requirement for Human Factors Training, the training focuses on the foundations of the Shell Model, the Reason Model and Contributing Links in the Chain of Events. Using the Dryden Disaster as a case study the student will gain an understanding in how human factors impacts maintenance and service personnel. (Length 50 minutes)
- **Human Factors Dirty Dozen Introduction** The Dirty Dozen are the twelve identifiable human factors that are prevalent in the chain of events that leads to an accident. This introduction will introduce you to the way in which these elements factor into the workplace. (Length 30 minutes)
- **Human Factors The Curse of Complacency** Identified as one of the Dirty Dozen of Human Factors, complacency is a key problem in the aviation maintenance industry. We interviewed Repair Station Managers, technicians, quality managers and FAA Inspectors and across the board Complacency ranks as one of the dirtiest dozen. This 30 minute presentation will introduce you to a general review of complacency in everyday life and then tighten up the focus of the lesson to examine how complacency finds a footing in aviation maintenance. The lesson also contains graphic footage of a retelling of Aloha Flight 243 to drive home the problem with complacency in aviation maintenance. Cures for the Curse of Complacency offers practical advice on guarding against this deadly human factor.



- **REPAIR STATION / AVIATION TRAINING cont;**
- **Human Factors Situational Awareness** Identified as one of the Dirty Dozen of Human Factors, Situational Awareness (SA) is at the core of making good decisions in the workplace. We have created this Situational Awareness training for managers, supervisors, engineers, and quality control personnel who may be involved in designing processes and / or training in the maintenance environment. Situational Awareness reviews cognitive theory associated with SA and the complexities of mental models and the impact of memory processes and other dynamics at work in the environment.
- **Inspector Authorization (IA)** Inspector Authorization is a review of the history of the IA, their privileges, limitations and identification of trouble spots they may encounter when performing their functions. (25 Minutes in Length)
- **Instructions for Continued Airworthiness (ICA)** ICA is a review of the history of the development of ICA, benefits of using ICA, regulatory requirements for ICA and an item by item review of the checklist. (25 Minutes in Length)
- **Minimum Factors** No chain is stronger than its weakest link and no business is more effective than its least efficient business unit. AIA Minimum Factors training helps your organization identify weak links in business processes and practice. By identifying minimum factors in an organization, weak links are improved to increase the overall effectiveness of the organization. (Length 15 minutes)



- **REPAIR STATION / AVIATION TRAINING cont;**
- Receiving Inspection CFR Every Repair Station is required to have a receiving inspection, a written plan and training. This training is a basic introduction to receiving inspection as outlined in the CFRs and guidance materials. (Length 15 minutes)
- Repair Station Manual Introduction CFR The Repair Station Manual Introduction should be required for all employees who work in the repair station environment. Blue Tuna breaks down the elements that compose the RSM and the Quality Manual. This presentation is easy to understand. The quiz reinforces the presentation. (Length 15 minutes)
- Suspected Unapproved Parts CFR It is the responsibility of every repair station to protect their supply chain. Suspected Unapproved Parts (SUP) is a very real problem that threatens the supply chain of many companies. (Length 25 minutes)
- SUPs What you can do. SUPs, What can you do? is a FAA movie for Suspected Unapproved Parts training. This movie focuses on the steps each of us can take to keep unapproved parts out of the aviation supply chain. (Length 20 minutes)



- **REPAIR STATION / AVIATION TRAINING cont;**
- Parts involved in an accident. Can I use them? Can you use parts involved in an accident? If so what are the guidelines? This FAA film serves as general guidance for determining the use of parts that have been involved in an accident. (Length 20 minutes)
- Technical Data CFR Technical Data Training describes the procedures / processes important for ensuring that current technical data is available for the scope of work the repair station is performing per Section 43.13(a).(Length 15 minutes)



- **ESD / ELECTROSTATIC DISCHARGE TRAINING**
- ESD This ESD Introduction Training course is completely automated computer based training, with automated quiz functions, grading and reporting. (Length 40 minutes)
- **QUALITY MANAGEMENT SYSTEM TRAINING**
- AS9100 Training AS9100 QMS course is designed to introduce employees to principles associated with AS9100. This module is perfect for initial employee training for the AS9100 requirement, addressing subjects like implementation of the quality management system, the process based approach of the QMS and fundamental descriptions of the documentation of the quality system. (Length 20 minutes)



- FAA AC 145-10 Repair Station Training Program para 301.b states:  
  
The following subjects should be addressed in the training program, regardless of the repair station's size or ratings:
  - (1) **CFR requirements**, particularly those associated with the repair station maintenance functions and authority as reflected on the certificate and operations specifications.
  
- ***AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;***
- *Airworthy CFR training,*
- *Part 43 CFR training,*
- *Receiving Inspection CFR training,*
- *Suspected Unapproved parts CFR training,*
- *Technical Data CFR training,*
- *Major Repairs & Major Alterations training,*
- *Alcohol in the Workplace training,*
- *Drug Abuse in the Workplace training,*
- *FOD / Foreign Object Debris training,*



- (2) **Company manuals, policies, procedures, and practices, including quality control processes,** particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and alteration procedures established to show compliance with 14 CFR part 145.
- **AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;**
- *Repair Station Manual Introduction CFR,*
- *Repair Station Forms training,*
- *AS9100 Quality System training-if applicable,*
- *Housing and Facilities training,*
- *Inspector Authorization training,*
- *Parts Involved in a Accident. Can I Use them? Training,*
- *Office Safety training,*



- (3) Department of Transportation Hazardous Material requirements, general Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA), and other local, state, and federal laws requiring training for different categories of employees.
- **AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;**
- *Bloodborne Pathogens training,*
- *Electrical Safety training,*
- *Eye Protection training,*
- *Fire Extinguisher training,*
- *Hazardous Communication training*

**NOTE:**

Do not confuse employee HAZMAT familiarization and training with the Regulatory requirement of DOT 49 CFR section 171.8 “hazmat employee/hazmat employer” training standards, which requires mandatory HAZMAT training for those personnel engaged in the shipping of hazardous materials.

- *Lockout Tagout training,*
- *Machine Guarding training,*
- *Personal Protective Equipment training,*





- (4) **Maintenance human factors.**  
NOTE: Training in maintenance human factors is an essential part of an FAA-approved training program. The repair station's submitted training program and any revision thereto must include human factors elements. The human factors training procedures defined in the training program should be related to aviation maintenance, safety-related issues, existing legislation, where relevant, and/or some of the suggested elements below.
  - c. The FAA concurs with European Authorities in that human factors training related to maintenance practices would provide an additional margin of safety to the repair industry. A human factors training program should be related to maintenance practices where possible. The following are suggested human factors elements for inclusion into a repair station training program:
    - General/introduction to human factors
    - Human performance and limitation
    - Statistics
    - Vision
    - Safety culture/organizational factors
    - Hearing
    - Human error
    - Stress
    - Types of errors in maintenance task
    - Situational awareness
    - Human reliability
    - Workload management
  
- **AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;**
- *Human Factors-Introduction training,*
- *Human Factors-Dirty Dozen Introduction training,*
- *Human Factors-The Curse of Complacency training,*
- *Human Factors-Situational Awareness training,*



- (5) **Computer systems and software**, as applicable to the repair station's maintenance (including inspection), preventive maintenance and alteration systems and procedures.
- *This training is unique to the Repair Station.*
- (6) **Facility security.**
- **AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;**
- *Facility Security training,*



- **302. TECHNICAL TRAINING.**
  - a. The repair station's technical training areas of study may be separate and distinct from indoctrination training and may apply to different categories of employees within a given job position. Technical training requirements should focus on providing employees with the appropriate skill or task training required to properly perform job position assignments.
  
- ***AIA HAS THE FOLLOWING COURSES TO HELP WITH THIS CATEGORY;***
- *ESD training,*
- *Bearings-Handle With Care,*
- *Bearings-How a Ball Bearing is Made,*

*Bluetuna is willing to work with the AIA members to increase this list with no cost to us at all. If you have technical training or know of data that can be used to create training courses, contact the AIA and let them know.*



- **303. RECURRENT TRAINING.**

- a. Recurrent maintenance training commonly includes training known as refresher training, to ensure that a repair station employee remains capable of properly performing the assigned job.

*The different organizations have different requirements for recurring training.*

*Most are left up to the employer or if changes to the employee's position or changes to the regulations have occurred.- Keep informed!*



- **New Courses:**
- The AIA have added new courses for our members to use. See below for their synopsis:  
[Corrosion - Working Safely With Corrosives](#)  
Although OSHA does not offer specific regulations regarding corrosives, the safe use of all chemicals in the workplace, including corrosives is regulated by OSHA's hazard communication standard located in 29 CFR 1910.1200. The hazard communication standard requires companies to inform employees about the hazards of chemicals that are used in the workplace, including corrosives and how to protect themselves from those hazards. This lesson covers corrosives, hazards of corrosives, labels, material safety data sheets (MSDSs), and first-aid procedures. The lesson also contains information on engineering controls, personal protective equipment (PPE), and safe work practices such as storage, handling, dispensing, and emergency procedures. (Viewing length 32 minutes, 10 question quiz, 11 page student guide, total estimated training time 50 minutes.)

[Parts involved in an accident. Can I use them?](#)

Can you use parts involved in an accident? If so what are the guidelines? This FAA film serves as general guidance for determining the use of parts that have been involved in an accident. (Length 20 minutes)



### Sexual Harassment in the Workplace

Everyone has the right to work in an environment free from sexual harassment and to be evaluated solely on his or her work performance. This training is built from federal and state requirements. The training will review situations considered to be sexual harassment and what steps should be taken to confront these behaviors. (Viewing length 20 minutes, 10 question quiz, total estimated training time 30 minutes.)

### Violence in the Workplace

The General Duty Clause of the Occupational Safety and Health Act of 1970 says that employers must provide employees with a workplace “free from recognized hazards that are causing or are likely to cause death or serious physical harm. Workplace violence qualifies as such a recognized hazard, and it has resulted in death or serious injury to thousands of employees across the nation. Occupational Safety and Health Administration (OSHA) has not established workplace violence regulations. However, the agency has issued guidelines to encourage employers to take action against this threat to employee safety and well-being. This training session will focus on workplace violence and your role in helping to prevent and defuse violent situations. (Viewing length 20 minutes, 10 question quiz, 10 page student guide, total estimated training time 30 minutes.)



- Questions?.... What are you waiting for?

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