

# AIRCRAFT TECHNICAL RECORDS MANAGEMENT TRAINING COURSE



## DESCRIPTION

The primary objective of putting in place an effective records management is to have secure and easily retrievable records with comprehensive and legible contents to enable operators and other stakeholders to: avoid penalties, protect asset value and comply with regulatory, certification and registration requirements.

This course is aimed at those employed as technical records staff in Continuing Airworthiness Management Organisations (CAMO) and Maintenance Repair Organisations (MRO). It is designed to prepare delegates to operate in an aircraft technical records management department within all aircraft operations including general aviation, helicopter, airlines and charter operations.

## COURSE CONTENT

- What is airworthiness? An introduction to the concept of airworthiness.
- What are Technical Records?
- ICAO Recommendations and Regulatory Requirements.
- Aircraft Continuing Airworthiness Records (Part-M) and Maintenance Records (Part-145)
- Technical Records:
  - Airworthiness documents
  - Airworthiness Directives (AD) and Service Bulletins (SB)
  - Modification Records
  - LLP Documents
  - Form 1, Job Cards, Technical Log, Work Packages
- Understanding:
  - The process of documenting, updating and storage of records
  - The records management process from creation, storage and disposal
  - The records management responsibilities

## WHO SHOULD ATTEND

- CAMO and MRO technical records staff
- Authority employees

## LEARNING OBJECTIVES

- Introduction to best practice record keeping.
- Understand what constitutes technical records and the purpose of properly documenting all aircraft maintenance activities.

## DURATION: 2 DAYS

The training will commence at 09.00 AM and finish at 17.00

[www.aviaeducon.com](http://www.aviaeducon.com)

Dubečka 51,  
10040 Zagreb, Croatia  
Tel: +385 98 283 910  
[info@aviaeducon.com](mailto:info@aviaeducon.com)