

Flight Director, Inc.

Policy/Procedures Manual

18.0 TRAINING

1. All personnel involved in the Quality Assurance department as Inspectors shall be trained in the basic quality control policies and procedures outlined in this manual. The training shall be conducted by the Quality Assurance Manager or his designee. Personnel will be properly trained to perform inspection, handling and record keeping procedures. This applies to personnel performing the function of supervisor, inspector, shipping or receiving.
2. All training, both formal (classroom) and on-the-job (ojt) shall be documented and the records maintained for all employees who undergo training. Training requirements will be determined by the supervisor for each department and may vary for each employee based on such factors as: experience, education and learning ability. The minimum training requirement will be 40 hours OJT.
3. Inspection personnel must be properly trained and authorized. Such persons must be knowledgeable of inspection techniques, methods and equipment used to determine part quality and shall have demonstrated the ability to apply that knowledge. Authorization to perform the quality functions of: Incoming QA Inspection, Outgoing QA inspection, Signing of Material Certification, and Completing 8130-3 application, shall be approved by the Quality Assurance Manager. An Inspection/Authorization Roster will be maintained on the Intranet. When a person leaves the employment of FDI, his/her authorization form will be updated to reflect the person's last date of employment.
4. Training records are reviewed during the self audit of section 18 of the Policy/Procedures Manual. At that time any required training for specific personnel is planned and scheduled.
5. Work Instructions covering all aspects of the Quality Assurance Inspector function (both incoming and outgoing) are in place as training and reference aids.
6. Job descriptions for all company functions are maintained on the Intranet and are used as templates for training guidelines.
7. Effectiveness of training for all staff will be assessed using various performance review and testing methods. Results will be reviewed at the Management Review meetings, and any required re-training will be scheduled at that time.