

QUALITY SYSTEM TRAINING OUTLINE

Instructions:		
<p>CAR 121.07.4 requires each AOC holder to ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of those duties to the operation as a whole. AOC holders are required under CAR 121.04.2 to establish a Quality System; however, the operator will determine which Quality System training subjects support the various duties and responsibilities of its employees. The operator then develops a Quality System Training Programme and after its review by the CAA, conducts the training. Operators may also sub-contract out for Quality System Training.</p>		
Operator:		
Date:		
1.	Required For All Supervisory Staff *	
	Training Subjects:	
1.1	Quality Management	
1.2	Introduction To The Concept Of A Quality System	
1.3	How The Company's Quality System Will Function	
1.4	The Concept Of Quality Assurance	
1.5	Quality Manuals	
1.6	Audit Techniques	
1.7	Reporting And Recording	
2.	Required For All Non-Supervisory Staff *	
	Employee Briefing:	
2.1	Topic: Introduction To The Concept Of A Quality System**	
2.2	Topic: How The Company's Quality System Will Function**	
2.3	Topic:	
2.4	Topic:	
	* A written or oral test will be conducted following the completion of training.	
	** Required briefing topics; other topics optional.	
SIGNATURE OF OPERATOR	NAME IN BLOCK LETTERS	DATE