



# MAINTENANCE TRAINING PROGRAM

DOCUMENT NUMBER	REVISION NUMBER	DATE
SCA/TEK/2-002	04	28 November 2022
PT. Smart Cakrawala Aviation		

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### RECORD OF REVISION

This record of revisions shall be retained in this Maintenance Training Program Manual. Revisions shall be inserted to replace the superseded pages in this document with the revision date, insertion date and name of person incorporating the revision annotated in the appropriate block below.

REVISION NUMBER	REVISION DATE	INSERTION DATE	INSERTED BY
00	27 May 2020	27 May 2020	CHAIRI
01	13 APRIL 2021	13 APRIL 2021	YANUAR
02	24 May 2021	24 May 2021	YANUAR
03	7 August 2022	7 August 2022	YANUAR
03	21 October 2022 Appendix C	21 October 2022	YANUAR
04	28 November 2022	28 November 2022	YANUAR

### REVISION HIGHLIGHT

REVISION NUMBER	REVISION DATE	CHAPTER	PAGE	DESCRIPTION OF CHANGED
03	7 August 2022	1.1	1.3	Add period of revision review
		2.4	2.2	Add assessment/evaluation of instructor
		Appendix	Appendix G	Add for assessment instructor
		2.12	2.7	Add procedure feedback to the training
	21 October 2022	Appendix	Appendix C	Add Febri Hermawan as instructor
04	28 November 2022	2.1	2.1	Add, Training can be conducted by Live Learning (Online Training) or Offline for In-House Training or by Ex-house Training provider

### List of Effective Pages

Chapter	Page	Rev No.	Date	Chapter	Page	Rev No.	Date
	Cover	04	28 November 2022	Ch. 3	3.1	00	27 May 2020
	DL.1	04	28 November 2022		3.2	00	27 May 2020
	RoR.1	04	28 November 2022		3.3	00	27 May 2020
	RH.1	02	24 May 2021		3.4	00	27 May 2020
	RH.2	02	24 May 2021				
	RH.3	04	28 November 2022				
	LEP.1	04	28 November 2022	Ch. 4	4.1	00	27 May 2020
	LEP.2	04	28 November 2022				
	TOC.1	00	27 May 2020				
	TOC.2	02	24 May 2021	Ch. 5	5.1	00	27 May 2020
	TOC.3	00	27 May 2020		5.2	00	27 May 2020
					5.3	00	27 May 2020
Ch. 1	1.1	00	27 May 2020		5.4	00	27 May 2020
	1.2	00	27 May 2020		5.5	00	27 May 2020
	1.3	03	7 August 2022		5.6	02	24 May 2021
	1.4	00	27 May 2020		5.7	02	24 May 2021
					5.8	00	27 May 2020
Ch. 2	2.1	04	28 November 2022		5.9	00	27 May 2020
	2.2	03	7 August 2022		5.10	02	24 May 2021
	2.3	00	27 May 2020		5.11	02	24 May 2021
	2.4	00	27 May 2020		5.12	02	24 May 2021
	2.5	00	27 May 2020		5.13	02	24 May 2021
	2.6	00	27 May 2020		5.14	02	24 May 2021
	2.7	03	7 August 2022		5.15	00	27 May 2020
	2.8	00	27 May 2020		5.16	00	27 May 2020
	2.9	00	27 May 2020		5.17	00	27 May 2020
	2.10	00	27 May 2020		5.18	00	27 May 2020
	2.11	00	27 May 2020		5.19	00	27 May 2020
	2.12	00	27 May 2020		5.20	00	27 May 2020
					5.21	02	24 May 2021
					5.22	02	24 May 2021
					5.23	02	24 May 2021



Page LEP.2

### 2.1 Type of Training

There are three (3) types of trainings in term of how they are conducted:

1. Training fully conducted by Smart Aviation which is called In-house Training.
2. Training conducted by Smart Aviation, but with external trainer / training provider which is called In-house Training with External Trainer.
3. Training conducted by external training providers which is called Ex-house Training.

Training can be conducted by Live Learning (Online Training) or Offline for In-House Training or by Ex-house Training provider.

### 2.2 Annual Training Calendar

Annual Training Calendar was prepared and developed by Technical Manager, reviewed by Chief Inspector and Approved by Accountable Manager / President Director. Annual Training Calendar must include the needs and requirements of each Smart Aviation Technical Department personnel to maintain their capabilities and skills to perform their tasks.

Annual Training Calendar must be reviewed and evaluated quarterly for the implementation. Any discrepancies of the program to the implementation must be analyzed and reported to the Accountable Manager / President Director.

### 2.3 In-house Training Procedure

1. Chief Inspector informs / reminds Technical Manager regarding to the Annual Training Calendar.
2. Technical Manager informs the personnel who will follow the training and arrange the shift so it will not disturb maintenance operation.
3. Instructor is well informed regarding the training schedule.
4. HR & GA Department prepare the class room and make sure all the needs of the class room are met the Instructor's request.
5. Instructor may conduct an examination, if necessary, at the end of the class or at the end of every chapter / section of the training subject.
6. Instructor shall make a report to the Technical Manager after the class over, the report must contain:
  - a. Subject of the training.
  - b. Duration of each subject (in minutes).
  - c. Attendance list.
  - d. Instructor comment.
  - e. Examination results (if any).
7. Technical Manager will issue a certificate base on the report of the instructor to every participant.
8. Any formal training course developed for an approved training scheme and it is intended for the granting of certification privileges, the training syllabus shall be approved by DGCA.