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| --- | --- | --- | --- | --- | --- | --- |
| **SUBJECT** | **START DATE** | **TRAINEE SIGNATURE** | **TRAINER SIGNATURE** | **QUALIFIER SIGNATURE** | **COMPLETION DATE** | **Third Party Certifier** |
| **Duties & Responsibilities** |  |  |  |  |  |  |
| a) Visual Inspection |  |  |  |  |  |  |
| 1) Incoming New Part(s) & Material(s) |  |  |  |  |  |  |
| 2) Damage of Product |  |  |  |  |  |  |
| 3) Missing Product |  |  |  |  |  |  |
| 4) Data Entry |  |  |  |  |  |  |
| 5) Application of Identification Sticker |  |  |  |  |  |  |
| 6) Purchase Order Verification |  |  |  |  |  |  |
| b) Customer Property Visual Inspection |  |  |  |  |  |  |
| 1) Incoming New Part(s) & Material(s) |  |  |  |  |  |  |
| 2) Supplier Certifications |  |  |  |  |  |  |
| 3) Damage of Product |  |  |  |  |  |  |
| 4) Missing Hardware |  |  |  |  |  |  |
| **SUBJECT** | **START DATE** | **TRAINEE SIGNATURE** | **TRAINER SIGNATURE** | **QUALIFIER SIGNATURE** | **COMPLETION DATE** | **Third Party Certifier** |
| 5) Data Entry |  |  |  |  |  |  |
| **Forms & Documents** |  |  |  |  |  |  |
| a) Purchase Orders |  |  |  |  |  |  |
| b) Certifications |  |  |  |  |  |  |
| 1) 8130-3 |  |  |  |  |  |  |
| 2) EASA Form 1 |  |  |  |  |  |  |
| 3) Material Certification |  |  |  |  |  |  |
| 4) Packing Slip Airworthiness Statement |  |  |  |  |  |  |