

PRACTICAL TRAINING (PME) POLICY

A. OBJECTIVE:

To ensure practical training/Practical Maintenance Experience (PME) for students of HTTSOA at external organizations is accomplished as per defined procedure and code of conduct.

B. ELIGIBILITY AND PME POLICY:

B.1 Eligibility

Theoretical/classroom training completion is mandatory for eligibility of practical training. Below is the eligibility requirement for respective AMOs.

- a. To start practical training at SKY WINGS, 06 months theoretical training is mandatory for candidates;
- b. To start practical training at STAR AIR, 01 year theoretical training along with 06 months practical training at SKY WINGS is mandatory for candidates;
- c. To start practical training at ASSL, 02 year theoretical training along with 1.5 year practical training is mandatory for candidates;
- d. To start practical training at Serene Engineering Services, all modules should be completed along with 02 - 2.5 year practical experience is mandatory for candidates;

NOTE: *The candidate will be sent for at-least 06 months & at-most 01 year in for PME at SES.*

B.2 PME POLICY

1. Student institutional code of conduct which includes attendance, performance and behavior will be accounted for PME eligibility.
2. Eligibility list also based on Oral Assessment (based on theoretical knowledge) taken by HoTT and/or QA of basic modules which is covered in his tenure in **01 year**, passing criteria is **75%**.
3. Student is sole responsible for maintaining practical logbook timely and getting it signed from designated authorities.
4. No disciplinary violations will be tolerated at any point in maintenance organization. **Anyone found violating code of conduct shall be terminated** with immediate effect and fee shall NOT be returned.
5. Candidate is solely responsible for any of his/her actions and its resulting consequences in the premises of the maintenance organization.
6. If any damage occurs to the AMO's Aircraft/Equipment/Tool etc. the **candidate shall be liable to pay the loss** or as agreed by the respective AMO.
7. Taking and posting Pictures of the Aircraft, Facility, Equipment etc. for leisure is strictly **NOT allowed**. If any candidate found guilty, he/she shall be



8. Non-compliance of the code of conduct at maintenance organization will result in either temporary suspension or permanent termination from the practical training on immediate basis without any prior notice.
9. Candidate must get their **log books** filled every time they perform a task and get it signed by the supervisor immediately.
10. AMO’s policy for getting log books signed must be followed, otherwise within **03 months** the log books must be signed

C. PME FEE:

1. Practical Training Fee for each month must be submitted in the Bank in prescribed time as written on the fee voucher. Delay in fee submission may result in amount deduction from post-dated check (PDC) or suspension of OJT for that month OR a fine of **PKR 5,000** will be charged.
2. Upon eligibility, student has to clear all his previous dues and submit post-dated cheques (PDC) for at least next **06 months**.

D. PME SUPERVISOR:

1. A supervisor will be attached as PME supervisor for candidates who will dedicatedly look after;
 - I. The attendance of candidates and provide the record to QA department as required for signing of the log books.
 - II. The availability of the candidates to ensure that they are present in their shifts at all times, unless there is any legit & justified problem. Only legit and required tasks are done and recorded.
 - III. The assessments required to be taken by their immediate supervisors (AMEs etc.) are taken in a timely manner and record being given to QA as required.
 - IV. The Log books signing is done at least once every week and submitted to QA once every month for smooth work flow.
 - V. Specifically for SES, the SOP as defined in SES MEP.080 is followed in its true essence.
 - VI. Report any occurrence raised by the AMO because of HTTOSA’s candidate.
 - VII. Report to HTTOSA QA once every week regarding the status of the PME candidates.

Designation	Signatures	Date
PME COORDINATOR <i>(Acknowledgment)</i>		
HEAD OF TECHNICAL TRAINING <i>(Review)</i>		
MANAGER QA <i>(Approval)</i>		