



**AERONAUTICAL
TECHNICAL INSTITUTE**

**Hudson Valley Community College
Aeronautical Technical Institute
(HVCC ATI)**

**Aviation Maintenance Training and
Operations Manual**

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In Accordance with 14 CFR Part 147

Hudson Valley Community College
Aeronautical Technical Institute
Division of Workforce Development & Community Education
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Section I. FOREWORD

1. General.

a. This document exists to aid in HVCC ATI's 14 Code of Federal Regulations (CFR) Part 147 certification and define subsequent operation of HVCC's Aviation Maintenance Technician School (AMTS) thereafter.

b. The procedures outlined herein identify individual(s) with responsibility to provide both financial and human resources for the safety and quality performance of the school. Further, the person(s) with authority are clearly identified, qualified and knowledgeable to effectively plan, direct and control resources, change procedures and make key determinations including safety-risk-acceptance decisions for the school.

c. This document contains process measurements to evaluate the performance of the elements contained herein and implement corrective action when necessary. This document also contains procedures to meet the regulatory and guidance requirements for all elements to produce the intended results.

d. The controls that exist within this manual ensure risks are reduced to an acceptable level. This manual is designed to provide information to individuals so they can understand their safety role and how it contributes to the safety performance of the school.

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3. Terms and Definitions. The following terms or abbreviations, when referenced in this manual, will have the meaning(s) indicated below:

ACS – Airman Certification Standards

AMTOM – Aviation Maintenance Training and Operations Manual

AMTS – Aviation Maintenance Technician School

ATI – Aeronautical Technical Institute

CFR – Code of Federal Regulations

DME – Designated Maintenance Examiner

FAA – Federal Aviation Administration

FSDO – Flight Standards District Office

HVCC – Hudson Valley Community College

ICAO – International Civil Aviation Organization

LMS – Learning Management System

OSHA – Occupational Health and Safety Administration

PO – Purchase Order

PPE – Personal Protective Equipment

RE – Regulated Entity

SIDA – Secure Identification Display Area

SMM – Safety Management Manual (ICAO)

SMS – Safety Management System

SUNY – State University of New York

VDRP – Voluntary Disclosure Reporting Program

VP – Vice President

Section 2. ADMINISTRATION

1. Mission Statement.

Hudson Valley Community College and its Aeronautical Technical Institute provide transformative, student-centered and high-quality education opportunities that address the various and diverse needs of the local and global aviation communities. Specifically, the HVCC ATI seeks to address the global shortage of qualified and capable aviation maintenance personnel by providing highly trained and proficient students to the industry.

2. Vision Statement.

HVCC ATI was established to deliver what the future aviation industry demands based on private and Federal studies and projections. Hudson Valley Community College and its Aeronautical Technical Institute will meet the educational needs of a rapidly transforming world by leading today and anticipating tomorrow.

3. ATI Philosophy.

The Aeronautical Technical Institute's philosophy is to provide students with the best possible opportunity to gain the knowledge, skills, experience, and judgment required of a quality education in aviation maintenance. Our goal is to provide the resources that will assist each student in reaching his or her ultimate potential of becoming a successful and skilled aviation maintenance professional.

4. General.

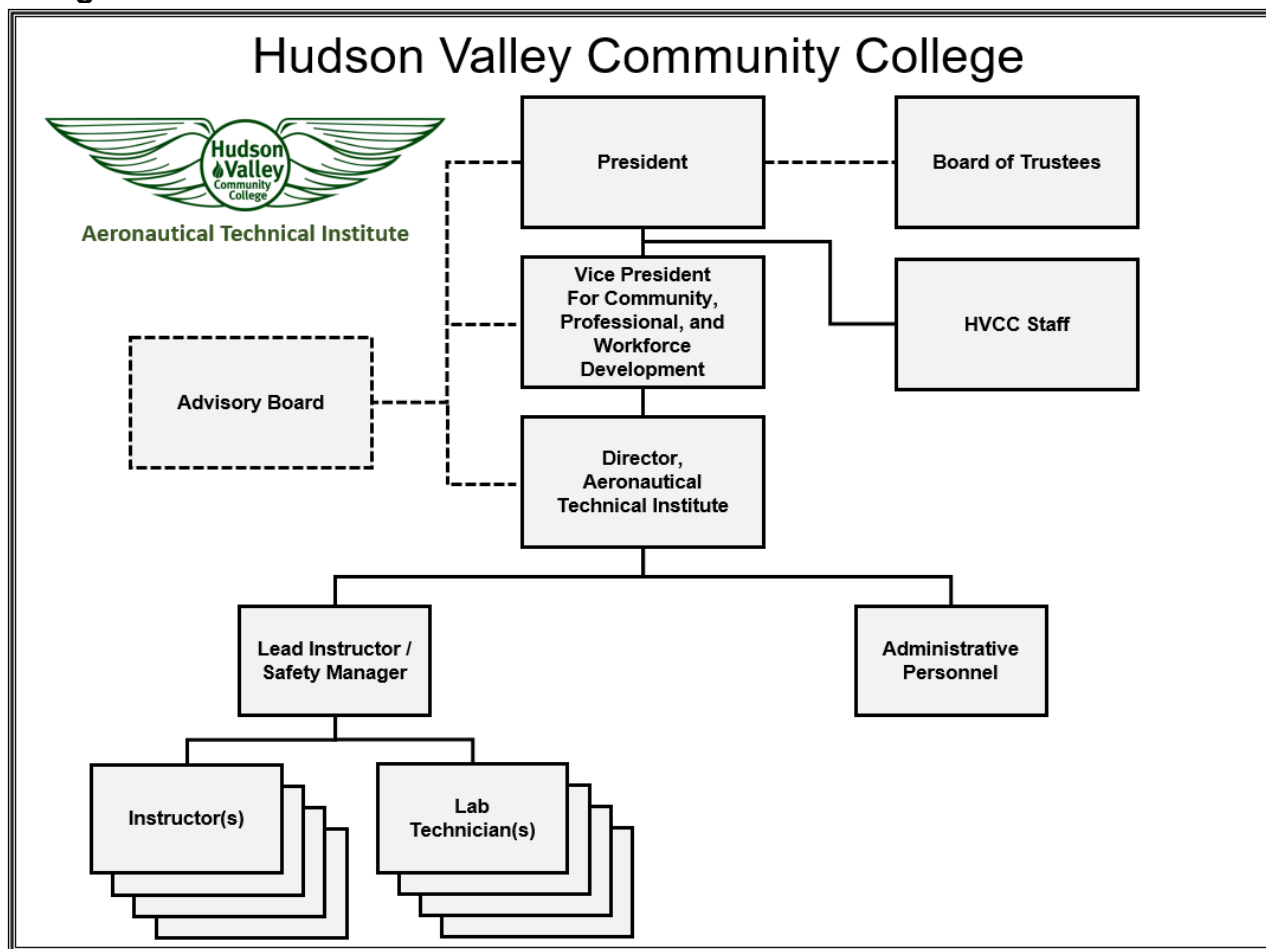
This HVCC ATI Aviation Maintenance Training and Operations Manual describes and explains the policies and procedures that govern personnel conduct and maintenance training operations that pertain to HVCC's CFR Part 147 AMTS. It is designed to supplement the policies and procedures prescribed by the FAA. The information in this manual pertains to aviation-related HVCC ATI personnel, including Instructors, students, maintenance, and administrative staff.

a. The ATI Director, overseeing the Aviation Maintenance Technician School (AMTS) and his/her designee(s), is responsible for ensuring that all personnel under their supervision possess a working knowledge of all relevant sections of the manual(s) pertinent to their areas of responsibility.

b. Revisions to this manual will be issued as necessary. The ATI Director and Lead Instructor will prepare, approve, and implement changes. At a minimum, this document will be reviewed annually to address regulatory and/or operational changes. All students and staff are responsible for always keeping their manual(s) current and for the information contained herein. An electronic copy of the manual is available for all students and stakeholders.

c. Refer all questions to the ATI Director. Any comments or suggestions can be submitted via email to ati@hvcc.edu

5. Organizational Structure Chart.



6. Staff Duties and Responsibilities.

a. **HVCC President.** HVCC President shall...

1) Evaluate the effectiveness of the overall operation of the program and provide resources to include human resources, safety, operations, and all other elements which impact the effective operation of the ATI.

2) In coordination with the HVCC Board of Trustees, provide financial resources which impact the effective operation of the ATI.

3) Ensure adequate funding, facilities, equipment, materials, personnel, and resources are available to support and maintain the curriculum appropriate to the ratings held in accordance with 14 CFR 147.13(a).

4) Maintain collegiate level accreditation in accordance with 20 USC 1001(a)(5) in order to meet the provisions of 14 CFR 147.23(a)(1).

5) Understand the role that the HVCC President plays in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

b. HVCC Administrative Staff. HVCC Administrative Staff shall...

1) Onboard and hire, with the input of the Director and Lead Instructor, appropriate Instructional personnel per 14 CFR 147.19(b) and ensure adequate numbers of instructors are on staff to meet the provisions of 14 CFR 147.19(c).

2) Ensure adequate funding, facilities, equipment, materials, personnel, and resources are available to support and maintain the curriculum appropriate to the ratings held in accordance with 14 CFR 147.13(a).

3) Maintain collegiate level accreditation in accordance with 20 USC 1001(a)(5) in order to meet the provisions of 14 CFR 147.23(a)(1).

4) Provide each student a certificate of completion (see Appendix D: Forms and Documents) upon graduation of the ATI program of instruction in accordance with 14 CFR 147.21.

5) Understand the role that HVCC Senior Leadership plays in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

c. HVCC Vice President (VP) for Workforce Development and Community Education. HVCC VP for Workforce Development and Community Education shall...

1) Evaluate the effectiveness of the overall operation of the program and provide resources to include human resources, safety, operations, and all other elements which impact the effective operation of the ATI.

2) At the direction of the HVCC President and HVCC Board of Trustees, provide financial resources required for the effective operation of the ATI.

3) Ensure adequate funding, facilities, equipment, materials, personnel, and resources are available to support and maintain the curriculum appropriate to the ratings held in accordance with 14 CFR 147.13(a).

4) Maintain collegiate level accreditation in accordance with 20 USC 1001(a)(5) in order to meet the provisions of 14 CFR 147.23(a)(1).

5) Understand the role that the HVCC VP for Workforce Development and Community Education plays in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

d. ATI Director: The Director shall....

1) Evaluate and hire, with the input of the Lead Instructor, appropriate Instructional personnel per 14 CFR 147.19(b) and ensure adequate numbers of instructors are on staff to meet the provisions of 14 CFR 147.19(c).

2) Advise Senior HVCC Leadership to ensure adequate funding, facilities, equipment, materials, personnel, and resources are available to support and maintain the curriculum appropriate to the ratings held in accordance with 14 CFR 147.13(a).

3) Certify each student's training record, graduation certificate, log books, and end-of-course test reports. Complete recommendation for course completion (unless delegated in writing by the Director to the Lead Instructor).

4) Ensure that each instructor is prepared to teach assigned lessons, has adequate recurrent training within the aviation field, meets compliance with all HVCC requirements for instructors, and receives a performance evaluation every three months in the instructor's first year and semi-annually after that.

5) Assist instructors to ensure that each student is provided the necessary materials, administrative support, and PPE.

6) Ensure that each instructor will review the certificates and appropriate resumes of prospective ATI instructors to ensure that they meet the certificate and/or experience requirements in accordance with 14 CFR Part 147 for the position they are being considered for.

7) Monitor instructors' classes to ensure instructional quality.

8) Maintain training equipment, procedures, and standards for the AMTS that are acceptable to the FAA Administrator.

9) Prepare budget projections for upcoming Fiscal Years and submit to the VP of Workforce Development and Community Education.

10) Approve or decline Purchase Orders (POs) as appropriate. Keep records of all POs.

11) Approve timesheets for all ATI staff members and work with HVCC Payroll to ensure prompt payment is made.

12) Create and submit for approval all travel requests and necessary logistic arrangements for any ATI related staff travel.

13) Meet with prospective students (and parents if applicable) to describe the program and application process to HVCC's ATI.

14) Serve as the liaison between HVCC ATI and all other HVCC administrative offices, including Human Resources, Payroll, Purchasing, Inventory, Environmental Health and Safety, Health Services, Information Technology, etc.

15) Serve as the liaison between HVCC ATI and all other Albany Airport Authority administrative offices, including Operations, Airport Fixed Base Operator, Security, Maintenance, etc.

16) Serve as the primary SIDA Signing Authority with all associated duties and responsibilities.

17) Conduct direct liaison with Albany International Airport, the FAA, and other established program stakeholders. The ATI Director will be directly involved in all communication and coordination with these essential stakeholders.

18) Make safety risk acceptance decisions for all training and operations of the ATI. Further, ensure all staff understands their role in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

19) Update HVCC ATI's Operations and Training Manual, Operations Specifications (OPSPECS), curriculum and other pertinent documents as changes to the ACS require. Changes will occur within 90 days of the change publication date.

20) Notify HVCC ATI staff, HVCC Leadership and ATI Students of changes to Curriculum, OPSECS and O&T Manual if revisions have been made.

c. ATI Lead Instructor. The Lead Instructor shall....

1) Prepare and disseminate weekly lesson and lab schedules, to include assigned instructors, on a continuous two-week look-ahead basis. The schedules shall be posted in a publicly accessible location within the school's classroom and lab areas and made available online.

2) Coordinate with and assign tasks to the Laboratory Technician for equipment that needs to be set up for upcoming lessons and labs.

3) Maintain inventory of instructional equipment and consumables, and coordinate with the Lab Technician to place Purchase Requests for needed items with sufficient advance timing to ensure needed items are on hand by the time they are to be

used by the staff and students. Purchase Requests become Purchase Orders once approved by the ATI Director and HVCC Purchasing staff.

- 4)** Monitor other instructors' classes to ensure instructional quality.
- 5)** Provide informal feedback to other instructors as needed, and formal (documented) evaluations every three months in the instructor's first year and semi-annually after that.
- 6)** Monitor Student progress within the Learning Management System (individual online instructional component). Identify topics that many students are finding difficult and collaborate with instructors to develop and deliver reinforcing instruction.
- 7)** Instruct classes on an as-assigned basis.
- 8)** Maintain a list of qualified substitute instructors. Arrange for substitutes as needed.
- 9)** Serve as the primary Safety Manager for the program and operate and monitor the HVCC ATI's Safety Program.
- 10)** Understand the role that the Lead Instructor plays in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

d. ATI Instructors. Instructors shall...

- 1)** Conduct lessons and laboratory sessions as per the ATI schedule.
- 2)** Monitor student progress, and provide professional counselling to students as warranted.
- 3)** Ensure the safe operation of all laboratory activities.
- 4)** Bring any equipment deficiencies to the attention of the Lead Instructor and Lab Technician. This includes attention needed to malfunctioning equipment as well as resupplying expended consumables.
- 5)** Monitor Student progress within the Learning Management System (individual online instructional component). Identify topics that many students are finding difficult and provide reinforcing instruction.
- 6)** Sign off students' ACS Skills Logbook once proficiency with each particular ACS knowledge, risk management, or skill element is demonstrated by each individual student.

7) Understand the role that Instructors play in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

e. ATI Laboratory Technician. The Laboratory Technician shall...

- 1) Maintain all ATI equipment and supplies in good working order.
- 2) Assist instructors with set-up and breakdown of instructional equipment.
- 3) Monitor for safe operation of tools and equipment by staff and students.
- 4) Create Purchase Requests for needed equipment and consumables.
- 5) Monitor lab activities for safe conduct.

6) Understand the role that HVCC ATI Staff plays in identifying and mitigating risk at all levels and understands how their role contributes to all aspects of safety and risk management.

7. Staff Selection and Qualification.

a. Instructor Qualifications, Responsibilities, and Specialization.

1) Instructors at the HVCC ATI will meet the FAA's standards for teaching within a certificated 14 CFR Part 147 school. Satisfying Part 147 requirements is a primary concern of an AMTS.

2) When local and state educational requirements conflict with the FAA's regulation of an AMTS, FAA regulations take precedence over those requirements.

b. HVCC ATI Instructors meet the following criteria:

- 1) Valid FAA Mechanic Certificate with Airframe and Powerplant ratings, or...
- 2) Have the appropriate experience working or subject matter expertise in the aviation industry, either in general aviation, corporate/commercial aviation, military aviation or a combination of the above, or...
- 3) Demonstrate subject matter expertise relatable to the instruction in specific Part 147 subject matter areas (e.g. electronics, physics, engineering, aerodynamics), and...
- 4) Meet the requirements of 14 CFR Part 147.19 (b) and be specifically qualified for the instruction assigned.

c. Other desirable qualifications:

1) Previous experience teaching at an FAA certificated Part 147 school or military aviation educational institution.

2) Previous experience teaching aviation related courses.

3) FAA Certificated Ground Instructor or Advanced Ground Instructor.

d. Other employees. Laboratory Technicians, tool room monitors/stock clerk or parts persons, etc., are not required to be FAA-certificated.

e. Qualification review: The ATI Director and the Lead Instructor will review all instructor qualifications, certifications, and experience through a detailed and thorough review of references and validate that the individual has a valid and current Mechanic certificate on the FAA Airmen Certificate database.

f. Designated Maintenance Examiner (DME).

1) The school will have at least two designated maintenance examiners identified or on staff.

2) Should a DME vacancy be declared in any of the two positions listed above, the ATI Director and/or Lead Instructor will recruit DMEs as required.

g. List of Instructors and DMEs. Names & license numbers of Instructors and DMEs can be found in Appendix C - List of Personnel.

8. Student Enrollment, Attendance, and Records.

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a. Enrollment. HVCC ATI will not have **MORE THAN FIFTEEN (15X) STUDENTS ENROLLED PER COHORT LIMITED TO THREE (3X) DAY COHORTS AND ONE (1X) NIGHT COHORT ENROLLED AT ANY ONE TIME IN ORDER TO PROVIDE AND MAINTAIN THE FACILITIES, EQUIPMENT, AND MATERIALS APPROPRIATE TO THE RATINGS HELD, NUMBER OF STUDENTS TAUGHT, AND IN ACCORDANCE WITH 14 CFR 147.13(a).**

b. Instructor/Student Ratio. The Instructor/student ratio will be a maximum of 1 instructor to 25 students (1:25). This ratio will be maintained with the appropriately rated personnel throughout the school day in accordance with 14 CFR Part 147.19(c).

c. Attendance.

1) HVCC ATI students are expected to attend ALL scheduled training.

2) Excused absences from class may be approved by the Lead Instructor or the ATI Director. Examples of reasons for excused absences include sickness (sickness greater than 2 consecutive days requires a doctor's note), bereavement, family care, jury duty, or another legitimate situation that requires a student to be away from class. Excused absences greater than five (5) days requires prior written approval of the ATI Director.

3) Students with an unexcused absence will be counseled by their instructor on the attendance requirements of the ATI. Students with greater than three (3) full days of unexcused absences will be counseled by the ATI Director in writing and may be removed from the school without refund if further unexcused absences occur.

4) Students unable to attend scheduled training (excused or unexcused) are required to make up all training missed. Coordination for making up training is made with the Lead Instructor. Make-up training dates may be scheduled on weekends or in the evening after regularly scheduled training at the direction of the Lead Instructor.

d. Records.

1) Student records, transcripts, and graduation certificates: HVCC ATI maintains and upon request, will make available to the FAA documents that show records on each student. See samples in Appendix D - Forms and Documents section.

2) Records must make it clear which tests, quizzes, and practical projects are required, and which ones are optional. Student records should clearly distinguish between successful performance and unsuccessful performance. All student and employee records will be processed and maintained in accordance with HVCC's accredited processes and procedures.

3) Progress records or charts must show student grades (0-100%) for practical projects or laboratory work.

4) Student attendance records must show the number of days of absences.

5) HVCC ATI will retain student records as required by the State University of New York's (SUNY) policy (see references) and HVCC's accreditation.

6) Transcripts.

a) Student transcripts will be authenticated by the ATI Director and/or Lead Instructor.

b) Transcripts contain a complete record of the courses, grades, and term of completion, and will be made available to the student regardless of whether the student graduates. All student transcripts will be processed and maintained in accordance with HVCC's accredited processes and procedures.

7) Graduation/Course Completion Certificates.

C1 | **a)** Graduation/Course Completion Certificates will be authenticated by the ATI Director and be issued only if all the curriculum requirements have been met, up to and including the “final exam”, for each segment of the course of instruction to include General, Airframe, and Powerplant.

b) All students meeting the FAA graduation or completion requirements will be issued the appropriate certificate. The certificates will contain the school’s name, its certificate number, the approved certificate/rating name, date of completion, School Administrator’s signature and embossed seal. See Appendix D - Forms and Documents for a sample of the .

9. Official Method of Communication: All HVCC ATI notifications or communication will be disseminated via official HVCC email accounts. All HVCC ATI instructors and students will be required to check their email account a minimum of once per instruction day. Short notice urgent communications will be followed up with a direct phone call.

C2 | **10. Student Conduct.** All students are required to follow the guidelines and school regulations outlined in the current version of the HVCC Student Handbook. Any deviations from the Student Handbook directly related to the ATI will be addressed in this manual. **THE LINK TO THE LATEST PUBLISHED STUDENT HANDBOOK IS [HTTPS://WWW.HVCC.EDU/ABOUT/POLICIES-PROCEDURES/STUDENT_HANDBOOK.PDF](https://www.hvcc.edu/about/policies-procedures/student_handbook.pdf).**

Students are also required to adhere to all Albany Airport Authority rules and regulations and Federal Transportation Security Administration (TSA) regulations specified by 49 CFR 1540 regarding access to and conduct in Secure Identification Display Areas (SIDA).

11. Appropriate Attire for Lab Work. Due to the specific nature of lab work within this program, all personnel must wear appropriate attire to maintain a safe working environment. Students must have closed toed shoes (no sandals, flip-flops, and no shoes with heels higher than 1.5 inches, etc.), no dangling necklaces, lanyards or similar. In the event of hot work, cotton or flame-retardant clothing is required and synthetic materials are prohibited. When working on electric circuits, exposed metal (such as metal wristwatch bands, rings, necklaces, etc.) should be removed.

12. Duration of Certificate. In accordance with 14 CFR Part 147.7, HVCC ATI acknowledges that the AMTS certificate or rating is effective from the date of issue until such time as the certificate or rating is surrendered, suspended, or revoked.

13. Substance Abuse Policy.

a. HVCC ATI has a zero-tolerance policy for the use or possession of drugs or alcohol on any campus. Specifically, in accordance with the Student Code of Conduct and Campus Regulations:

1) Possession, transportation and/or use of any illegal drugs on campus are not allowed. No person who appears under the influence of a drug is allowed on campus.

2) No alcoholic beverages may be brought to, possessed, or consumed on campus. No person who appears intoxicated is allowed on campus

b. Disciplinary suspension, dismissal, or expulsion from the program in accordance with HVCC's Drug and Alcohol Policy may result from the violation of this policy.

c. If any instructor observes a student who appears to be under the influence of either drugs or alcohol, the student will be directed to leave school premises immediately.

1) The instructor will document the event and include any additional witnesses and a full synopsis of the situation.

2) The documentation will be forwarded to the ATI Director who will discuss the incident directly with the student.

3) The ATI Direction, upon conferring with HVCC leadership and legal counsel, determine the appropriate disciplinary action for the student.

Section 3. OPERATIONS AND TRAINING.

1. Hours of Operation. The HVCC ATI will be operational Monday through Friday from 8 AM to 4:30 PM. Classes will be conducted during regular business hours. The HVCC ATI will publish an annual calendar of events and will be closed for designated holidays in conjunction with the college calendar. Additional classes or programs may be conducted on nights or weekends as needed.

2. Physical Location.

a. HVCC ATI is located in Hangar 1 at Albany International Airport. The physical address of the school is 6 Jetway Drive, Albany, New York 12211.

b. Change of Location.

1) HVCC ATI will not make any changes to the school's location or add additional facilities unless the change is approved by the FAA in advance. HVCC ATI will notify the FAA in writing at least 30 days before the date change is contemplated and will meet all requirements of 14 CFR 147.15 as necessary.

2) In the event of a change in location, no disruption may be made to student instruction or normal classroom attendance. Equipment, facilities, and instructors must be at least at the same level as the standards approved for the vacated facilities.

c. The diagram and description of HVCC ATI's facilities, which meet the provisions of 14 CFR 147.13 (a), are located in Appendix I: Diagram and Description of Facilities.

3. Aviation Maintenance Technician School (AMTS) Curriculum.

a. HVCC ATI has developed a comprehensive curriculum that addresses all knowledge, risk management, and skill elements outlined in FAA-S-ACS-1 Aviation Mechanic General, Airframe, and Powerplant Airmen Certification Standards (ACS) dated November 1, 2021. The complete breakdown of the HVCC ATI AMTS curriculum is located in Appendix E – HVCC ATI AMTS Curriculum. The curriculum meets all aspects of 14 CFR 147.17(a) by:

1) Establishing, maintaining, and utilizing a curriculum that is designed to continually align with the Mechanic ACS (FAA-S-ACS-1);

2) Providing a quality of instruction that meets the requirements of 14 CFR 147.25 and addressed in Section 3, Paragraph 5 of this Training and Operations Manual; and...

3) Ensuring students have the knowledge and skills necessary to be prepared to test for a mechanic certificate and associated ratings under Subpart D of 14 CFR 65.

4) Safety concepts, procedures and practices will be incorporated into all operations of HVCC ATI instruction.

a) Risk Management ACS associated tasks will be addressed in HVCC's Learning Management System (LMS) or in practical projects as applicable.

b) Students will receive 10 hours of industrial safety training (OSHA 10 for Industry course) prior to the start of the 14 CFR Part 147 curriculum to establish a baseline for occupational and aviation industry safety.

c) Risk Management for each project will be briefed to students in an appropriate environment prior to any practical lab work.

d) All HVCC ATI staff are responsible for the incorporation of Risk Management at every level of operation.

b. HVCC ATI follows a “crawl, walk, run” methodology that will progressively educate and train students from base knowledge to complex tasks on all Aviation Mechanic ACS requirements.

c. HVCC ATI will utilize a third-party online Learning Management System (LMS) to provide base level learning for ATI students. This LMS is aligned with the Aviation Mechanic ACS and provides an interactive method for students to learn through reading, embedded videos, and interactive simulations the knowledge, risk management, and skill elements of the ACS. Student ACS knowledge and risk management element assessment is completed through embedded, end of subject quizzes. This is the “crawl” phase of our training methodology.

d. HVCC ATI will conduct classroom and/or lab discussions and activities following student completion of the associated third-party Learning Management System's lessons and quizzes. Instructors will go over quiz results and conduct a discussion on the assigned topic to include practical skill demonstration in the classroom to ensure students have grasped the concepts presented in the LMS. This will be an interactive discussion and provide students an opportunity to see first-hand the demonstration of the ACS skill. This is the “walk” phase of our training methodology.

e. HVCC ATI will conduct practical projects which will encompass grouped knowledge, risk management, and skill elements from the ACS which allow a student to demonstrate a thorough understanding of the concepts required and practical application on an aircraft or aircraft system. Aircraft systems training boards, mock-ups or actual aircraft will be used for these projects to demonstrate the capacity to know and apply the ACS concepts. This is the “run” phase of our training methodology.

f. HVCC ATI instructors will maintain a complete list of all ACS knowledge, risk management, and skill elements and sign off each student when a respective element has been successfully completed. Further, each student will utilize the HVCC ATI Skill Qualification Record and complete a “logbook entry” for each project completed which will also be signed off by the instructor. This will be the student’s record of ACS skill elements completed and will also allow students to practice the critical skill of creating logbook entries.

g. Students must maintain an overall 80% course grade and pass a final Course Completion Exam with a minimum grade of 80% at the end of each phase of instruction to validate they have developed the requisite knowledge and skills to take the FAA written test for a mechanic certificate and associated ratings. HVCC ATI will not issue an FAA Form 8610-2 to take an oral and practical exam until a student has successfully completed the requisite FAA written exam(s). Further, students will not proceed from the General to the Airframe course and/or from Airframe to the Powerplant course of instruction until the requisite written exam has been successfully passed.

h. HVCC ATI will issue each student a certificate of completion (See Appendix D – Forms and Documents) at the end of each phase of instruction (General, Airframe, & Powerplant).

1) The certificate will allow students to complete the requisite FAA Written Exam in accordance with both 14 CFR 147.21 and 14 CFR 147.31.

2) HVCC ATI will issue a Course Completion Certificate and a FAA Form 8610-2 at the completion of the General, Airframe, and Powerplant phases of instruction authorizing them to take the requisite Oral and Practical examination. In accordance with 14 CFR 147.21, the certificate will, at a minimum, include the AMTS name and certificate number, student name, date of graduation, and curriculum completed.

3) Early Testing. In accordance with 14 CFR part 147.31 and 14 CFR part 65.75(c), students completing the general course of instruction will be issued an authenticated course completion certificate and a signed FAA form 8610-2 (see Appendix D – Forms and Documents for examples) to be used to demonstrate eligibility to take the general written knowledge test early.

i. HVCC ATI Director, Lead Instructor, and Instructors will review any published and approved changes to the FAA’s FAA-S-ACS-1 Aviation Mechanic General, Airframe, and Powerplant Airmen Certification Standards (ACS). The comprehensive review of changes will determine if the ATI Operations Manual and/or Curriculum will be updated and changed as needed in accordance with the procedures outlined in this manual.

4. AMTS Transfer Students. HVCC ATI may accept students who have started their AMT training elsewhere.

C1

a. Students transferring to HVCC ATI with a certificate of completion from another Part 147 AMTS for the General, Airframe and/or Powerplant blocks of instruction may be granted credit for that block provided they pass the respective HVCC ATI end-of-course exam that covers that block of instruction with a score of 80% or greater.

b. Students who successfully complete the requisite exam and are awarded credit will be placed in the next available seat for the remaining training needed to complete his/her certification process.

5. Quality Control System. In accordance with 14 CFR 147.23 (a)(1), HVCC is accredited in accordance with 20 USC 1001 (a)(5) by the Middle States Commission on Higher Education. The HVCC Director will maintain a copy of the current accreditation certificate in their office and notify the FAA FSDO if there is a change in the college's accreditation status. A copy of the College's accreditation certificate is located in Appendix F – Accreditation Status. The link to HVCC's latest accreditation is located [HERE](https://www.msche.org/institution/0323/). (<https://www.msche.org/institution/0323/>)

6. Maintenance of HVCC ATI AMTS Curriculum.

a. Curriculum Requirements.

1) The HVCC ATI curriculum is a systematic approach designed to address and meet all Mechanic ACS knowledge, risk management, and skill elements required by 14 CFR Part 147. Changes to the curriculum may become necessary as the ACS requirements change or other internal or external resources change to continually meet 14 CFR Part 147 requirements.

2) Revisions may be required periodically. Those revisions must be FAA approved and incorporated into amended or new Operating Specifications (OpSpecs). HVCC ATI curriculum documents have a format that permits easy revision. The facilities, equipment, materials, curriculum, and instructor qualifications documents have a revision control page that indicates the location of each revision and includes the accepting FAA official's signature (see HVCC ATI Required Documents Binder).

b. Maintenance of Quality of Instruction.

1) HVCC ATI will continue to provide instruction of the same quality as it demonstrated to the FAA during the certification process.

2) HVCC ATI will track all students who complete any course of instruction and take a written, oral, or practical test within 60 days of the completion of that specific course of instruction. HVCC ATI will comply with the Minimum Passage Rate provisions of 14 CFR 147.25 as follows:

C1 | **a)** HVCC ATI will maintain a 70% or greater pass rate for any combination of the FAA's General, Airframe and Powerplant written, oral, or practical tests within 60-days of the course completion date.

b) Any combination of the tests within the 60-day window may be counted toward the 70% pass rate and all student failures must be counted as a failure unless a test is re-administered and passed within the specified 60-day window.

c) HVCC ATI must maintain the 70% or greater pass rate specified by 14 CFR 147.25 for the most recent 3-year period.

C1 | **d)** The ATI Director and Lead Instructor will interview all former students who failed a General, Airframe and/or Powerplant written, oral, or practical test to determine what areas of deficiency the students had and if there is a link between HVCC ATI instruction and students' testing deficiencies.

1.) HVCC ATI Director and Lead Instructor will request written, oral and practical test results from all tested students and compile a database of missed subject matter areas.

2.) The database will be analyzed for emerging trends of commonly missed ACS standards, and if a trend of knowledge weakness is identified, corrective action is needed.

3.) Appropriate corrective actions will be taken to strengthen the instruction, and will be completed with the procedures outlined in this document.

e) The ATI Director is responsible for performing this analysis and presenting it to the HVCC VP of Community, Professional, and Workforce Development for situational awareness and review.

c. Revisions to Curriculum. Changes to the approved curriculum must be accepted by the FAA before HVCC ATI can implement them. Changes in the curriculum may include changes in any of the following:

1) Business hours during which instruction is conducted.

2) Testing/grading criteria.

3) Training make-up provisions.

4) Course content.

5) Changes in equipment or facilities affecting instruction in theoretical subjects or the accomplishment of practical projects.

6) Addition or deletion of a rating

7) The ATI Director and Lead Instructor, working with the ATI instructors, will implement the corrective action, once approved by the FAA.

d. Operations Manual Control and Revision Procedures.

1) It is the responsibility of the ATI Director or, when designated, the Lead Instructor, to initiate, write and complete all revisions to this manual. The ATI Director will submit all revisions to the FAA for review and acceptance prior to publishing and distributing changes.

2) Revisions made to this manual will be found in Appendix A - List of Revisions and Changes.

a) Records of Revision: will indicate revision number, date, person responsible for completing the revision, and FAA acceptance with date.

b) List of Effective Pages: will indicate page(s), revision number, revision date, Revision POC, and any comments necessary.

c) The ATI Director or designated delegate, will revise the manual when required and produce (in final form) a copy for FAA acceptance. All Record of Revision and List of Effective Pages information will be updated in Appendix A – List of Revisions and Changes.

d) Specific revisions will be highlighted in **RED BOLD wherever changes were made. Previous changes will revert to non-bolded black text. Further, the label “C# (# indicating the change number)” will be placed adjacent to the change to allow for quick identification of the location of changes. A change bar located in the margin will only mark the most current changes. The left margin features an example of what this change label and change bar will look like.**

e) The HVCC ATI Director is responsible for identifying when changes are necessary and making changes to both the Training and Operations Manual and ATI Required Documents Binder.

1.) Instructors/staff will be notified of an impending change through their official email and will be invited to review all changes for accuracy and applicability prior for submission to the FAA for acceptance.

2.) The ATI Director will notify the FAA within 30 days of an impending change to one or both of the documents and have a final copy submitted through SAS and/or by email (depending on SAS system requirements) within 60 days of notification.

f) HVCC ATI will not incorporate any changes to the curriculum or use updates to the curriculum until the FAA Lead Airworthiness Inspector has reviewed the changes, ensured that the curriculum meet the requirements of 14 CFR Part 147.17 (a) (1), (2), & (3), aligns with the Mechanic ACS in accordance with 14 CFR Part 147.17 (b), and has provided written acceptance of the curriculum's capacity to meet 14 CFR Part 147.17 requirements.

g) Once accepted, the manual will be posted on the HVCC ATI website and distributed electronically to affected parties. This will be the official location of the current approved Training and Operations Manual.

7. Security. HVCC ATI will comply with all college, local, state, and federal laws and regulations pertaining to operational and transportation security while located in the secure area at Albany International Airport.

a. All ATI personnel and students who require access to the secure area of the facility (hangar, ramp, lab area) will be required to obtain a Secure Identification Display Area (SIDA) badge. This may be a reimbursable expense. This is a requirement for employment as a staff member and participation in the program as a student. Personnel unable to obtain a SIDA badge will be counseled by the ATI Director on their future options.

b. If a situation occurs where there is conflicting overlap of security procedures, FAA/Federal rules and regulations will take precedence.

8. Display of Certificate. In accordance with 14 CFR Part 147.29, HVCC ATI will display its FAA certificate in a prominent location that is accessible and visible to the public. The HVCC ATI certificate may be found in the lobby of the HVCC ATI facility located at 6 Jetway Drive, Albany, NY 12211. Copies of the certificate will be posted in the HVCC ATI Laboratory and in the ATI's hangar space. The ATI Director will make the certificate available for FAA inspection.

9. FAA Inspection. In accordance with 14 CFR Part 147.27, FAA inspections are conducted at any time to determine whether the school continues to meet its certification requirements. FAA Inspectors are authorized to inspect any of the ATI facilities and training locations for the purposes of determining the school's compliance with the provisions of 14 CFR Part 147. Any and all deficiencies will be corrected as needed to comply with FAA findings.

WORKFORCE DEVELOPMENT AND AVIATION INDUSTRIES AS WELL AS CONNECT THE ORGANIZATION WITH KEY PUBLIC AND PRIVATE INDUSTRY STAKEHOLDERS IN THE REGION.

C2

A. THE ADVISORY BOARD WILL BE COMPOSED OF 6-8 INDIVIDUALS WITH A DIRECT CONNECTION TO AND EXPERIENCE IN THE COMMERCIAL, PRIVATE, OR MILITARY WORKFORCE DEVELOPMENT OR AVIATION INDUSTRY. THIS EXPERIENCE IS NECESSARY TO ENSURE THE ORGANIZATION IS GUIDED BY EXPERIENCED INDIVIDUALS WITH THE BEST INTERESTS OF THE ATI AS THEIR GUIDING PRINCIPLE.

B. PROSPECTIVE AVIATION INDUSTRY BOARD MEMBERS WILL BE VETTED AND RECOMMENDED BY THE ATI DIRECTOR TO THE HVCC VICE PRESIDENT OVERSEEING THE HVCC ATI. THAT HVCC VP WILL MAKE THE FINAL DETERMINATION OF THE HVCC WORKFORCE ADVISORY BOARD.

C. THE HVCC WORKFORCE ADVISORY BOARD WILL MEET SEMI-ANNUALLY AT A MINIMUM, WHICH WILL BE COORDINATED BY THE HVCC VP FOR COMMUNITY, PROFESSIONAL, AND WORKPLACE DEVELOPMENT.

Section 4. MAINTENANCE, EQUIPMENT, MATERIALS, AND LOGISTICS.

1. Maintenance of Facilities. HVCC ATI will continuously maintain the same facility standards as those under which it was originally certificated. The facilities will be maintained to support the learning environment and capacity to provide comprehensive instruction.

2. Maintenance of Lab Equipment.

a. Lab equipment and training aids will be maintained in good working order and be in a condition for safe operation by the ATI instructors and Lab Techs. Each piece of equipment will be maintained as per the user/owner manuals and/or manufacturer maintenance handbook

b. All maintenance of lab equipment will be recorded in an equipment log book and maintained by the HVCC ATI Lab Assistants, Instructors, and/or ATI Director or his or her designee(s).

c. An operational inspection for safety and functionality will be made by the instructor prior to use of any piece of critical equipment.

d. Routine maintenance/inspection of equipment will be performed as required as per equipment maintenance/operation manuals and logged in the equipment log book by the coordinator or his or her designee.

e. If a piece of equipment is found to be unsafe or unserviceable it will be removed from service and tagged until it has been repaired or replaced and logged into the equipment log book.

3. Maintenance of Tools and Special Tools Supply.

a. HVCC ATI will provide all special tools specified in Appendix G of this manual.

b. Calibration will not be performed on any of the ATI's calibrated equipment unless specifically required. Calibrated equipment will be kept separate from instructional equipment, marked specifically as "Calibrated Equipment – Not for Instructional Use", and will not be used for instruction. Instructional equipment not in calibration will be conspicuously labeled "*For Instructional Use Only.*"

c. Equipment will be inspected for safe operation and function by instructors prior to any block of instruction in accordance with published operations and maintenance manuals. If no operations and maintenance manual is available or in existence, instructors will use their base of experience in the aviation industry to determine safe operation and function of tools used as a part of the curriculum. This applies to all tools and test equipment used as part of the approved curriculum.

d. All precision tools will be inspected and maintained by the instructors and/or lab assistants and taken out of service if deemed unsafe.

4. Maintenance of Technical Data Reference Materials. HVCC ATI Director or his or her designee will be responsible for updating the technical data/text book/reference materials in the school's electronic library, publications library, and online.

5. Maintenance of Instructional Materials.

a. HVCC ATI will provide handout materials provided by the instructor

b. Instructors will maintain, update, and monitor applicability and effectiveness of all handouts.

c. All handout materials will be filed in a cabinet in the HVCC ATI office area and updated as required by the instructor.

d. Project materials will be maintained in the HVCC ATI laboratory area and will be given out by the instructor and/or lab assistant when needed to complete a project.

e. Instructors and/or lab assistants will maintain and monitor all consumable items.

f. Consumable items will be located in the lab area and replenished when necessary.

6. Equipment and Materials.

a. HVCC ATI will provide and maintain the equipment and materials appropriate to the ratings held in accordance with 14 CFR 147.13 (a). The equipment and materials will be sufficient to train all students on all respective tasks required by the Mechanic ACS.

b. The description and list of required equipment and materials is located in Appendix G – Equipment and Materials.

7. Hazmat. HVCC ATI will follow established Albany Airport Authority requirements for the storage, handling, and disposal of all materials classified as hazardous.

8. Ordering of Supplies and Equipment. All supplies and equipment will be procured through HVCC's Purchasing Office using established purchasing procedures. The ATI lab technician or an instructor may initiate a Purchase Request, which will become a Purchase Order once approved by the ATI Director and HVCC's Purchasing Office.

Section 5. SAFETY.

1. Safety Policy.

a. Overview.

1) All faculty, staff, maintenance personnel, instructors, and students are accountable for safety performance.

2) All personnel must be committed to operating in a safe, healthy, secure working environment and promote safety attitudes with the objective of having an accident-free workplace.

3) The ATI Director is committed to making safety excellence a part of all activities in the ATI.

b. Safety Personnel and Responsibilities.

1) The ATI Director is ultimately responsible for the following safety accountabilities:

a) Provide the necessary resources to implement and maintain the SMS.

b) Conduct all operations in the safest manner practicable.

c) Development of long-term safety objectives, including the establishment of safety policies and practices.

d) Implementation of management systems that will establish and maintain safe work practices.

e) Designation of a Safety Manager to provide oversight of policies and procedures.

2) The Safety Manager is responsible for the following:

a) Maintaining and reporting all safety related data

b) Providing information on hazard and risk analysis.

c) Defining and establishing a procedure for risk management.

d) Conducting incident and accident investigations.

e) Preparing and presenting audit reports and remedial actions.

3) ATI Instructors are responsible for:

- a) Ensuring all personnel understand applicable regulatory requirements, standards, and ATI safety policies and procedures.
- b) Identification and development of resources to achieve safe operations.
- c) Observing and controlling safety systems by monitoring and supervising maintenance personnel.
- d) Measuring maintenance personnel performance compliance with ATI's goals, objectives, and regulatory requirements.
- e) Reviewing standards and the practices of maintenance personnel as they affect aviation safety.

c. Compliance with Standards and Legal Requirements.

- 1) All personnel have the duty to comply with approved standards including:
 - a) ATI policy and procedures.
 - b) aircraft manufacturer's operating procedures and limitations, and
 - c) government regulations.
- 2) All HVCC ATI personnel, to include staff and students, are encouraged to embrace safety as a part of their lifestyle and to analyze and mitigate risks in all aspects of their lives.
- 3) Intentional non-compliance with standards is a behavior that demands consequences. HVCC ATI management is committed to identifying deviations from standards and taking immediate corrective action. Corrective action can include counseling, training, discipline, or removal. Corrective action must be consistent and fair.
- 4) HVCC ATI leadership makes a clear distinction between honest mistakes and intentional non-compliance with standards. Honest mistakes occur, and they are addressed through counseling and training. Intentional non-compliance is a discipline infraction, and will be addressed through the college's infraction policies as defined in the conduct section of the Student Handbook
- 5) Research has shown that most accidents involve some form of flawed decision-making. This most often involves non-compliance with known standards. Non-compliance rarely results in an accident; however, it always results in greater risk for the operation.

6) This organization is committed to the principle that people are rewarded for normal, positive performance of their duties that comply with organization standards.

2. Safety and Risk Management.

a. Industry Established Approach. The International Civil Aviation Organization (ICAO) has published a Safety Management Manual (SMM) which outlines an effective Safety Risk Management Process (Figure 1).

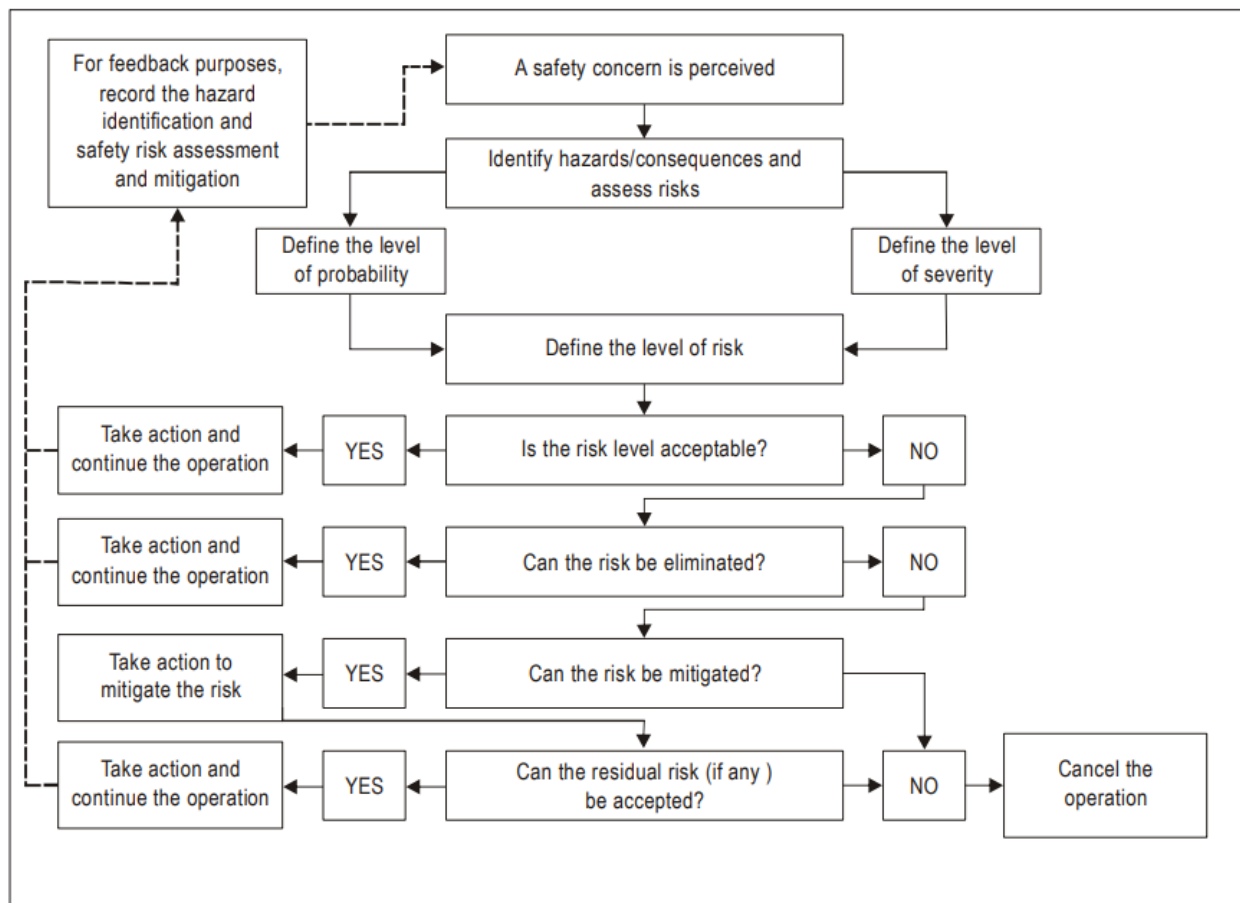


Figure 1
Safety Risk Management Process
Source: ICAO SMM dated 2013

b. Hazard Identification and Analysis.

1) The systematic identification and control of all major hazards is the fundamental process in this SMS. The success of the organization depends on the effectiveness managing hazards and risk. Hazards are primarily identified through employee/student reporting, safety meetings, audits, and inspections.

2) When a major change in operations, equipment, or maintenance procedures is anticipated, the management of change process includes hazard identification and risk management processes.

3) Risk management is the identification and control of risk. See Figure 1 as it depicts the process. It is the responsibility of every member of HVCC ATI to be familiar with this process. The first goal of risk management is to avoid the hazard. HVCC ATI has established sufficient independent and effective barriers, controls and recovery measures to manage the risk posed by hazards to a level as low as practicable. These barriers, controls, and recovery measures include equipment, work processes, standard operating procedures, training, and other similar means to prevent the hazard development and limit consequences should they occur.

4) HVCC ATI ensures that all individuals who are responsible for safety critical barriers, controls, and recovery measures are aware of their responsibilities and competent to act accordingly. The organization establishes who is doing what to manage key risks and ensures that these people, and their actions, are up to the task.

5) The ATI Director is responsible for approving or denying operations and manages risk through the Risk Assessment Matrix (see Tables 1 thru 4). The matrix is a graphic portrayal of risk as the product of probability on one axis (exposure, frequency, or likelihood) and Severity (potential consequence or loss from the outcome) on the other axis.

6) The Risk Assessment Matrix shows an assigned value and has a broad application for qualitative risk determination, as well as graphically presenting risk criteria. Risk assessment is entered into the Hazard/Incident Report and is maintained by the Safety Manager. These risk assessments make up the list of hazards for the organization.

Minimal 5	Minor 4	Major 3	Hazardous 2	Catastrophic 1
Negligible safety effect	– Physical discomfort to persons – Slight damage to aircraft/vehicle	– Physical distress or injuries to persons – Substantial damage to aircraft/vehicle	Multiple serious injuries; fatal injury to a relatively small number of persons (one or two); or a hull loss without fatalities	Multiple fatalities (or fatality to all on board) usually with the loss of aircraft/vehicle

Table 1

Severity Definitions

Source: FAA Order 8040.4B - 2017

	Qualitative	Quantitative – Time/Calendar-based Occurrences Domain-wide/System-wide
Frequent A	Expected to occur routinely	Expected to occur more than 100 times per year (or more than approximately 10 times a month)
Probable B	Expected to occur often	Expected to occur between 10 and 100 times per year (or approximately 1-10 times a month)
Remote C	Expected to occur infrequently	Expected to occur one time every 1 month to 1 year
Extremely Remote D	Expected to occur rarely	Expected to occur one time every 1 to 10 years
Extremely Improbable E	Unlikely to occur, but not impossible	Expected to occur less than one time every 10 years

Table 2**Likelihood Definitions**

Source: FAA Order 8040.4B - 2017

Severity Likelihood	Minimal 5	Minor 4	Major 3	Hazardous 2	Catastrophic 1
Frequent A	[Green]	[Yellow]	[Red]	[Red]	[Red]
Probable B	[Green]	[Yellow]	[Yellow]	[Red]	[Red]
Remote C	[Green]	[Green]	[Yellow]	[Yellow]	[Red]
Extremely Remote D	[Green]	[Green]	[Green]	[Yellow]	[Red] * [Yellow]
Extremely Improbable E	[Green]	[Green]	[Green]	[Green]	[Yellow]

High Risk [Red]

Medium Risk [Yellow]

Low Risk [Green]

* High Risk with Single Point and/or Common Cause Failures

Table 3**Risk Matrix**

Source: FAA Order 8040.4B - 2017

High Risk (Red)	Unacceptable. This safety risk requires mitigation, tracking, and monitoring, and it can only be accepted at the highest level of management.
Medium Risk (Yellow)	Acceptable with Mitigation and Monitoring. This safety risk is acceptable without additional mitigation; however, tracking and monitoring are required. It is desirable to achieve the lowest practicable risk levels (factoring in the principles of appropriate resource management), thus mitigation of medium risk is recommended but not required.
Low Risk (Green)	Acceptable Risk. This safety risk is acceptable without restriction or limitation; hazards are not required to be actively managed, but they must be documented and reported if a safety risk assessment has been performed.

Table 4
Risk Levels
Source: FAA Order 8040.4B - 2017

c. Risk Assessment and Control.

1) Hazard and Incident Reporting System.

a) Policy. Effective implementation of HVCC ATI policy is contingent upon a working system to prevent accidents. Essential to this objective is a program to identify and eliminate or mitigate workplace hazards and to prevent the occurrence of unsafe incidents. Under normal circumstances, hazards should be reported and corrected at the lowest operational level utilizing established lines of authority and responsibility. For other situations, the Hazard and Incident Reporting System provides a means for affected personnel to report recognized safety hazards or reportable incidents to faculty management for appropriate action.

b) Non-Reprisal Policy. The following statement provides guidance for all employees and students regarding the use of, participation in, and party to HVCC ATI's Hazard and Incident Reporting System. "The HVCC ATI is committed to the safest operation possible. It is imperative we promote uninhibited reporting of all hazards, occurrences, and incidents that in any way affect the safety of our operations, employees, students, facilities, or visitors."

1.) It is therefore, the policy of HVCC ATI to recognize the efforts of individuals who identify and communicate unsafe acts and conditions for the purpose of promoting safety. It is also the responsibility of each employee and student to communicate any information that could possibly affect the integrity of safety.

2.) All communications made by employees or students following the SMS reporting process shall be made with the assurance that no retaliation/reprisal shall occur to the employee or student for submitting any information via the Hazard and Incident Reporting System.

3.) The identity of employees and students who provide information through this system shall be protected to the extent permissible by law while

disseminating critical safety information. This non-reprisal policy shall not apply to information concerning accidents and criminal offenses.

c) System Description.

1.) Any individual involved directly or indirectly in the maintenance activities of HVCC ATI (i.e., employees, part-time/contract personnel, and maintenance students) must report any observed hazard. If a hazard is recognized and unable to be resolved via normal procedures, the observer shall complete a Hazard/Incident Report and submit it to the Safety Manager.

2.) The following provides a guideline for the purpose of determining whether a situation warrants the submission of a Hazard/Incident Report. This description is not all-inclusive and the originator should exercise sound judgment and discretion when determining if a report should be submitted.

3.) A Hazard and Incident Report shall be submitted when any situation, practice, procedure, or process is observed which is either: a) a recognized safety concern, b) considered unusual from an operational or procedural standpoint, or c) considered deficient from a safety standpoint.

4.) Any safety concern that would be of interest to other students, instructors, or faculty should be reported. A report shall also be submitted in the event of any incident detailed in the Incident Reporting Criteria found in this document. Incident reports should be submitted using the Hazard and Incident Report form.

5.) The submitter's identification on the report is optional but is encouraged in the event that further information is required for elimination of the hazard. Reports should be concise and should accurately describe the hazard.

6.) When applicable, reports should include the submitter's recommendation(s) for corrective action. In circumstances where the perceived hazard possesses the immediate potential for injury/illness to persons or damage/loss of property, the Safety Manager and/or the ATI Director (as necessary) shall be notified immediately by the most expeditious means possible to determine the appropriate action to prevent such injury, illness, damage, or property loss.

d) Hazard and Incident Report Processing.

1.) Upon receipt of a Hazard/Incident Report, the Safety Manager will investigate to determine the validity of the report as well as to gain additional information concerning the report's subject matter. Any significant hazardous situations or equipment shall be either placarded or removed from service until the hazardous situation is corrected.

2.) The submitter, if identified, will be advised of the result of the investigation. If a Hazard/Incident Report identifies a problem that is outside the scope or authority of the Safety Program, the originator will be assisted in routing the information to the appropriate person responsible.

3.) Upon validation of a Hazard/Incident Report, the Safety Manager shall identify and notify the individual(s) assigned responsibility for the affected area of operation.

4.) The contents of the Hazard/Incident Report and the investigation results will be provided along with recommendations for corrective/preventive action(s). Appropriate action and a target date for elimination or reduction of the hazardous situation will then be determined.

5.) Final corrective action shall be documented on the Hazard/Incident Report form and the completed form returned to the Safety Manager. The Hazard/Incident Report originator will then be notified of the final disposition of the matter.

2) Occurrences and Hazards.

a) An *occurrence* is defined as any unplanned safety related event. This event would cause a concern for the safety of students, faculty, instructors, employees, equipment, property, or the environment.

b) A *hazard* is defined as something that has the potential to cause harm to people and/or the loss of or damage to equipment, property or the environment.

c) It is the responsibility of the ATI Director to ensure all relevant comments and agreed actions from other managers are recorded in the Hazard/Incident report. Reports are closed when all actions have been taken. Occurrences shall be reviewed in the quarterly safety meeting.

d) Personnel who report are treated fairly and justly, without punitive action from HVCC ATI faculty except in the case of known reckless disregard for regulations and standards, or repeated substandard performance.

3. Safety Assurance.

a. **Overview.** Safety assurance provides all stakeholders an indication of the performance of the safety system in place. Assurance is “something that gives confidence.” After the controls for risk are made part of the safety system, safety assurance takes over to see that they work as intended.

1) HVCC ATI will conduct safety audits and inspections as part of the safety assurance process. The Safety Manager directs annual audits of the SMS. Findings and associated corrective actions shall be recorded in the audit.

2) Records of audits and inspections, and the resolution of actions needed, are maintained by the safety manager.

3) Positive findings are also recorded. Findings and recommended actions are communicated to all personnel in a timely manner.

b. Audits and Inspections. The use of audit functions to verify compliance and standardization is an integral part of the quality assurance system. An initial audit will cover all activities within the HVCC ATI operations.

1) Records of audit findings, including issues of compliance and non-compliance, corrective actions, and follow-up inspections will be kept and maintained by the Safety Manager. The results of audits and inspections will be communicated to all appropriate personnel at HVCC ATI.

2) HVCC ATI will perform annual internal audits of its operational processes to determine the performance and effectiveness of risk controls. Planning of the evaluation program will consider:

a) Safety criticality of the processes being evaluated, and

b) The results of previous evaluations.

3) The ATI Director will select the evaluators; and document the procedures used, which include the responsibilities and requirements for:

a) Planning evaluations,

b) Conducting evaluations,

c) Reporting results, and

d) Maintaining records.

4) HVCC ATI's Director will normally conduct the safety audits; however, auditors outside of HVCC ATI may be selected. In this way, the quality assurance function remains neutral and is independent from the operational aspects of HVCC ATI.

5) Audits. The annual audit of ATI's safety management system will include an account of the following areas:

a) Safety policy

- b) Safety standards**
- c) Safety culture**
- d) Structure of safety accountabilities**
- e) Hazard identification**
- f) Risk Management**
- g) Safety assessment**
- h) Safety monitoring**

6) Inspections: Internal Evaluation. Safety evaluation is fundamental to the safety management process. HVCC ATI will conduct internal evaluations of the SMS and operational processes at planned intervals to determine that the SMS conforms to its objectives and expectations.

a) Every two years, HVCC ATI's Safety Manager will conduct an internal evaluation of the organization's existing operations, operational changes, and future safety management planning.

b) The operational areas to be evaluated are:

- 1.)** Aviation maintenance training operations
- 2.)** Equipment maintenance and Inspection; including: parts / materials, technical data, quality control, records management, and contract maintenance
- 3.)** Security
- 4.)** Aircraft ground handling and servicing
- 5.)** Training of all personnel

c) HVCC ATI will:

- 1.)** Periodically measure performance objectives and design expectations of the Internal Evaluation Process
- 2.)** Ensure that procedures are followed for safety-related operations and activities; and

3.) Periodically review supervisory and operational controls to ensure the effectiveness of the Internal Evaluation Process

d) Safety evaluation is fundamental to the safety management process. Every two years HVCC ATI's safety management policies and procedures require an internal evaluation of the organization's existing operations, operational changes, and future safety management planning.

c. Investigations.

1) Incidents and Accidents. Safety related events, including accidents and incidents, will be investigated to collect information to help prevent similar events.

2) An initial risk assessment assists in determining the extent of the full investigation. The investigation and analysis will include the following:

a) Determination of "what" and "why" the event happened, rather than, "who's" to blame;

b) Ensure that the FAA is notified if required;

c) Immediate causal and contributing factors;

d) Organizational factors that may contribute to the hazard or incident;

e) the unsafe acts of the operators;

f) A report to the Safety Manager, which will implement recommendations.

e. Safety Performance Monitoring and Measurement.

1) Management of Change.

a) Hazards may be inadvertently introduced anytime the operation changes externally or internally. Examples of external change may be due to regulatory requirements, security requirements, or airport issues.

b) Safety management requires a proactive analysis of the change using the Management of Change (MoC) process. The systematic approach to managing and monitoring organizational change is part of the risk management process.

c) The HVCC ATI Director and Safety Manager will identify safety issues associated with change and utilize the following procedures for managing change:

1.) Identify new hazards, analyze the risk, and identify the goals, objectives, and nature of the proposed change

- 2.) Identify operational procedures that must change
 - 3.) Analyze changes in location, equipment, or operating conditions
 - 4.) Insert the current changes to appropriate HVCC ATI manuals
 - 5.) Communicate to all personnel an understanding of the changes
 - 6.) Review, evaluate, and record potential safety hazards from the change or its implementation
 - 7.) Obtain the Director's approval of the agreed change and implement the new procedure(s)
- d) There are methods for managing the introduction of new technology. All personnel should be consulted when changes to the work environment, process, or practices could have health or safety implications.
- e) Changes to resource levels and competency of personnel are assessed as part of the change control procedure. Change can only be successful if the appropriate personnel participate in the process. Management of change provides a structured framework for managing all aspects of the change.

2) Continuous Improvement.

- a) Safety risk management requires continual feedback to assure all stakeholders that the level of risk is indeed "as low as reasonably practical" and the Safety Management System performance is accomplishing the desired goals.
- b) After analyzing the feedback, corrective actions, hazard/incident reports, and all safety related processes, the Safety Manager will publish lessons learned and best practices to all ATI personnel.

Appendix A: List of Revisions and Changes

1. Revision and Record of Changes. The information in this document will be kept current by revisions. Revision material will consist of information necessary to update the contents of this document and/or to add or remove information to cover any additional requirements to maintain compliance required by Title 14 of the Code of Federal Regulations as needed.

a. Revision System. Aviation Maintenance Operations Manual revisions will be issued in consecutive numbers and each page of the new revision will contain the revision number and the date the revision was issued.

1) Specific revisions will be highlighted in **RED BOLD** wherever new changes were made. Previous changes will revert to non-bolded black text. Further, the label “C# (# indicating the change number)” will be placed adjacent to the change to allow for quick identification of the location of changes. A change bar located in the margin will only mark the most current changes. The left margin features an example of what this change label and change bar will look like.

2) The HVCC ATI Director is responsible for identifying when changes are necessary and making changes to both the Training and Operations Manual and ATI Required Documents Binder.

a) Instructors/staff will be notified of an impending change through their official email and will be invited to review all changes for accuracy and applicability prior for submission to the FAA for acceptance.

b) The ATI Director will notify the FAA within 30 days of an impending change to one or both of the documents and have a final copy submitted through SAS and/or by email (depending on SAS system requirements) within 60 days of notification.

b. Record of Revisions. Revisions to the Aviation Maintenance Operations Manual are listed below.

Revision #	Revision Date	Revision POC	Notes	FAA Reviewed Date	FAA Reviewed POC
Original	3 June 24	CRS	Original Submission	3 Jun 24	GS
Change 1	20 Sep 24	CRS	Addition of Powerplant Rating and updates	8 Nov 24	MA
Change 2	20 Jun 26	CRS	Update of Curriculum, Facilities, and Other Updates		

c. List of Affected Pages. The following is a list of the pages within this operations manual listed by revision and revision date.

Page	Section	Revision #	Revision Date	Revision POC	Revision Notes
Cover	Cover	Change 2	20 Jun 26	CRS	Update of Curriculum, Facilities, and Other Updates
1-4	Foreword	Original	3 June 24	CRS	Original Submission
5-11	Administration	Original	3 June 24	CRS	Original Submission
12	Administration	Change 2	20 Jun 26	CRS	Update Enrollment Numbers
13	Administration	Original	3 June 24	CRS	Original Submission
14	Administration	Change 2	20 Jun 26	CRS	Update Reference
15	Administration	Original	3 June 24	CRS	Original Submission
16-22	Operations and Training	Original	3 June 24	CRS	Original Submission
18-20	Operations and Training	Change 1	20 Sep 24	CRS	Addition of Powerplant Rating and Early Testing
21	Operations and Training	Original	3 June 24	CRS	Original Submission
22-23	Operations and Training	Change 2	20 Jun 26	CRS	Update Advisory Board

Page	Section	Revision #	Revision Date	Revision POC	Revision Notes
24-25	Maintenance, Equipment, Materials, and Logistics	Original	3 June 24	CRS	Original Submission
26-37	Safety	Original	3 June 24	CRS	Original Submission
38	Appendix A	Original	3 June 24	CRS	Original Submission
39-40	Appendix A	Change 1	20 Sep 24	CRS	Addition of Powerplant Rating and Early Testing
41	Appendix B	Original	3 June 24	CRS	Original Submission
42	Appendix C	Original	3 June 24	CRS	Original Submission
43-50	Appendix D	Change 2	20 Jun 26	CRS	Updated all Course Completion Certificates & Forms
51	Appendix D	Original	3 June 24	CRS	Original Submission
52	Appendix E	Original	3 June 24	CRS	Original Submission
53	Appendix F	Original	3 June 24	CRS	Original Submission
54	Appendix G	Original	3 June 24	CRS	Original Submission
55	Appendix H	Original	3 June 24	CRS	Original Submission
56	Appendix I	Original	3 June 24	CRS	Original Submission
57-60	Appendix J	Original	3 June 24	CRS	Original Submission
61	Appendix K	Original	3 June 24	CRS	Original Submission

Appendix B: References

1. References. Publications and regulations referenced throughout this Aviation Maintenance Training and Operations Manual (AMTOM) are listed below:

- **14 CFR Part 147** – Aviation Maintenance Technician Schools - dated May 2022
- **Advisory Circular (AC) 00-58B** – Voluntary Disclosure Reporting Program – dated Apr 2009
- **Advisory Circular (AC) 147-3C** – Certification and Operation of Aviation Maintenance Technician Schools – dated Mar 2022
- **Advisory Circular (AC) 120-92B** – Safety Management System for Aviation Service Providers – dated Jan 2015
- **FAA-H-8083-30B** – Aviation Maintenance Technician Handbook – General – dated 2023
- **FAA-H-8083-31B** – Aviation Maintenance Technician Handbook – Airframe – dated 2023
- **FAA-H-8083-32B** – Aviation Maintenance Technician Handbook – Powerplant – dated 2023
- **FAA Order 8040.4B** – Safety Risk Management Policy – dated May 2017
- **FAA-S-ACS-1** – Aviation Mechanic General, Airframe, and Powerplant Airmen Certification Standards (ACS) – dated November 2021
- **State University of New York Student Record Retention Requirement Document**
<https://system.suny.edu/media/suny/content-assets/documents/compliance/info-management/records/Student-Records.pdf>
- **HVCC Student Handbook**
 - https://www.hvcc.edu/about/policies-procedures/student_handbook.pdf

2. Additional references will be added as new publications are determined to be relevant to the program.

Appendix C: List of Personnel

- 1.** HVCC ATI retains a list of current personnel authorized and approved by the HVCC ATI Director and HVCC ATI Lead Instructor to conduct formal instruction of the approved 14 CFR Part 147 curriculum.
- 2.** This list is contained in a binder labeled “HVCC ATI Required Documents” and will be located in the HVCC ATI Director’s office. This binder is available for FAA inspection at all times.
- 3. Revision and Record of Changes.** The List of Personnel will be kept current by revisions. The “HVCC ATI Required Documents” binder contains a revision process enclosed within that document.

Appendix D: Forms and Documents

1. Student Course Completion Certificates.



Hudson Valley Community College



Aeronautical Technical Institute
Division of Workforce Development and Community Education

STUDENT NAME

has successfully completed the 14 CFR Part 147 accepted curriculum for the
following course of instruction:

Aviation Maintenance Technician
General

Given this XX day of Month, Year



Director
HVCC Aeronautical Technical Institute
FAA Certificate Number: HVCT649K

Figure 1 to Appendix D – Course Completion Certificate - General



Hudson Valley Community College



Aeronautical Technical Institute
Division of Workforce Development and Community Education

STUDENT NAME

has successfully completed the 14 CFR Part 147 accepted curriculum for the
following course of instruction:

Aviation Maintenance Technician
Airframe

Given this XX day of Month, Year



Director
HVCC Aeronautical Technical Institute
FAA Certificate Number: HVCT649K

Figure 2 to Appendix D – Course Completion Certificate - Airframe

C2

Hudson Valley Community College



Aeronautical Technical Institute
Division of Workforce Development and Community Education

STUDENT NAME

has successfully completed the 14 CFR Part 147 accepted curriculum for the
following course of instruction:

Aviation Maintenance Technician
Powerplant

Given this XX day of Month, Year



Director
HVCC Aeronautical Technical Institute
FAA Certificate Number: HVCT649K

Figure 3 to Appendix D – Course Completion Certificate - Powerplant

2. Sample Completed FAA Form 8610-2s.



U.S. Department
of Transportation
Federal Aviation
Administration

Form FAA 8610-2, Airman Certificate and/or Rating Application – Mechanic and Parachute Rigger (14 CFR Part 65)

Instructions for Completing Form FAA 8610-2

GENERAL INFORMATION

- An electronic, fillable, printable version of Form FAA 8610-2 is available at www.faa.gov.
 - Make all entries using permanent dark blue or black ink, or a typewriter or printer.
 - Complete two (2) originals of Form FAA 8610-2 when submitting a printed application.
 - Unless otherwise specified, enter all dates using eight-digit numeric characters, MM/DD/YYYY (e.g., 03/29/2019).
 - Read all supplemental information provided with this form, including the Paperwork Reduction Act Burden statement, the Privacy Act statement, the Pilot's Bill of Rights Written Notification of Investigation, and the Instructions for Completing Form FAA 8610-2. Remove and retain the supplemental information before submitting the application.
 - To submit your application form, locate/contact an FAA Flight Standards office listed here: https://www.faa.gov/about/office_org/field_offices/fsdo/ or here: https://www.faa.gov/about/office_org/field_offices/ifo
- IMPORTANT NOTE:** The applicant's signature on Form FAA 8610-2 confirms the applicant has received the Privacy Act statement and the Pilot's Bill of Rights Written Notification of Investigation at the time the application was made.
- All applications must have the application TOP Section, Section I. APPLICANT INFORMATION, and Section IV. APPLICANT'S CERTIFICATION completed. See the instructions below to determine the additional sections/blocks to be completed, depending on the certificate requested and the basis for certification.

TOP Section

Original Issuance, Added Rating, Other. Mark the appropriate box to indicate the reason the application is being made.

Mark the "Added Rating" box only if you already hold an FAA mechanic or parachute rigger certificate and are requesting to add a rating to that certificate.

Mark "Other" if you are requesting a change of name, sex, citizenship, nationality, or date of birth, as shown on your FAA certificate, and enter the type of change requested in the space provided.

Certificate Type and Ratings. Mark the appropriate box for the certificate type and the rating(s) being applied for.

Apply for only one certificate type per application. Line through (cross out) ratings not applied for unless you currently hold that rating.

I. APPLICANT INFORMATION

A. Name. Enter your full legal name. Use commas to separate names (i.e., Last, First, Middle).

If your full legal name is more than 47 characters, including the suffix and spaces, use no more than one middle name for record purposes.

Do not change your name on subsequent applications unless it is done in accordance with 14 CFR § 65.16.

If you have a middle initial only, enter the initial. If you do not have a middle name or middle initial, enter "NMN" (no middle name).

Indicate if you are a Jr., II, or III, etc.

B. Date of Birth. Enter your date of birth in the MM/DD/YYYY format.

C. Place of Birth. If you were born in the USA, enter the city and state where you were born. If the city is unknown, enter the county and state.

If you were born outside the USA, enter the name of the city and country, or province and country, of where you were born.

D. Height. Enter your height in inches. Example: 5'8" is entered as 68 in. Enter whole inches only, no fractions.

E. Weight. Enter your weight in pounds. Enter whole pounds only, no fractions.

F. Hair Color. Spell out the color of your hair. Choose from the following: bald, black, blond, brown, gray, red, or white. If you wear a wig or toupee, enter the color of your hair under the wig or toupee.

G. Eye Color. Spell out the color of your eyes. Choose from the following: black, blue, brown, gray, green, or hazel.

H. Sex. Mark a box indicating your biological classification at birth, either Male or Female.

I. Citizenship/Nationality. Mark the box for USA if you are a U.S. citizen or a legally naturalized U.S. citizen. Otherwise, mark "Other" and enter the country where you are a legal citizen.

Only show one citizenship reference in Block I. Annotate dual citizenship countries in the REMARKS section. To claim dual citizenship, you must present appropriate citizenship documentation for each country upon application.

J1. Physical Location/Address. This block cannot be left blank. Enter your complete residential address, including street number, city, state, and ZIP code. If you have a foreign address, the country must be stated. If a residential address does not exist, such as addresses using General Delivery, a Rural Route or Star Route, or when the applicant resides on a boat, in a recreational vehicle, or otherwise uses a P.O. Box, or personal mailbox, include (either as an attachment, or in the REMARKS section):

- A map or written directions to your physical address, 911 address, or Global Positioning System (GPS) coordinates;
- The boat/vessel registration number, if living on a boat, or
- The vehicle license plate number, vehicle identification number (VIN), if living in a recreational vehicle.

Mark the box for attached directions, if applicable. A map or written directions are not required for Army Post Office (APO)/ Fleet Post Office (FPO)/Diplomatic Post Office (DPO) type addresses.

J2. Mailing Address. Enter your mailing address, if different from block J1. This address will be printed on the airman certificate.

You may leave the block blank if the "Same as J1" box is marked. A post office box, rural route, personal mailbox, commercial, or other mail drop can be used as your preferred mailing address.

To have your airman certificate mailed to an address other than what is listed in blocks J1 or J2, provide mailing instructions on a separate attachment or in the REMARKS section of the form.

K. Other FAA Airman Certificate? Answer the question by marking yes or no. If yes, state the certificate type and number. Certificate types include: pilot, mechanic, repairman, etc.

L. Have you ever had a certificate suspended or revoked? Answer the question by marking yes or no. Refer to § 65.11(c) and (d).

M. Do you read, write, speak, and understand the English language? Answer the question by marking yes or no. Refer to § 65.71 or § 65.113(a)(2).

N. Drugs or substance conviction? Answer the question by marking yes or no. Only mark yes if you have actually been convicted. If yes is marked, include the date of the final conviction. Refer to § 65.12 and § 91.19(a).

FAA 8610-2 (04/26) SUPERSEDES PREVIOUS EDITION

Detach this supplemental information before using the attached form

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Figure 4 to Appendix D – Sample FAA Form 8610-2 – (Instructions Page 1 of 2)

C2

Instructions for Completing Form FAA 8610-2, continued	
II. APPLICATION BASIS A. Mechanic - Civil Experience. Mark this box when applying for a Mechanic certificate based on civil experience in accordance with § 65.77. If you gained practical experience in both civil activity and military activity, mark both A and B. Enter your experience in Section III. B. Mechanic - Military Experience. Mark this box when applying for a Mechanic certificate based on military experience. Enter your experience in Section III. All military applicants must complete blocks B1 - B3. Only JSAMTCC applicants complete blocks B4 - B6. B1. Military Service. If you gained all or part of the required experience in the military, enter the branch of service in which you gained your experience. B2. Military Rank or Grade. If you gained all or part of the required experience in the military, enter the highest rank or pay level you obtained. B3. Military Specialty Code(s). If you gained all or part of the required experience in the military, enter the military specialty code(s) (or equivalent) for the applicable branch of service in which your experience was gained. B4. JSAMTCC Curriculum Completion. If you completed the JSAMTCC program, mark the box of the corresponding JSAMTCC curriculum that was completed. B5. Completion Date. Enter the date you completed the JSAMTCC program, as shown on the JSAMTCC Certificate of Eligibility. B6. JSAMTCC Certificate Control No. Enter the certificate control number as shown on the JSAMTCC Certificate of Eligibility. C. Mechanic - AMTS Training Course. Mark this box when applying for a Mechanic certificate based on training from a 14 CFR part 147 Aviation Maintenance Technician School (AMTS), including § 65.80 applicants. Complete blocks C1 through C9 as applicable: C1. Select Basis. Mark the appropriate box to indicate the basis of application, either graduation or meeting § 65.80 requirements. C2. AMTS Certificate Number. Enter the FAA certificate number of the AMTS. C3. AMTS Name. Enter the name of the AMTS. C4. AMTS Location. Enter the location (city and state) of the AMTS. C5. Curriculum. Mark the appropriate box for the curriculum you completed/graduated, as shown on the graduation/completion certificate. For § 65.80 applicants, mark the box for the curriculum you are enrolled in. Note: Only mark "Airframe and Powerplant" if you have a single certificate showing graduation/completion of a combined airframe and powerplant curriculum. If applying for both ratings, but have graduated from separate curriculums and have separate completion certificates, mark both the airframe and the powerplant box. C6. Graduation Date. Enter the date of AMTS graduation as shown on the graduation/completion certificate. Enter dates using the MM/DD/YYYY format. If applying for both ratings, but have graduated from separate curriculums with separate completion certificates, enter the additional graduation/completion date in the REMARKS section on page 2. For § 65.80 applicants, enter the date you will graduate. C7. § 65.80 - Student Progress. An authorized AMTS official marks this block to indicate that the student meets the requirements to test under § 65.80. C8. School Officials Signature. The authorizing AMTS official must enter their signature above or beside their typed or printed name to indicate the AMTS affirms the student meets AMTS requirements for testing under § 65.80. C9. Date. The authorizing AMTS official must enter the date they sign block C8. D. Parachute Rigger. Mark this box when applying for a Parachute Rigger certificate. For Master Parachute Rigger applicants only, document your 3 years of experience as a parachute rigger in Section III. D1. Number of Parachutes Packed. Indicate the number of parachutes packed of each type. You must present evidence of the number and type of parachutes packed, at the time the application is submitted. D2. Packed as a. Master parachute rigger applicants must mark the appropriate box(es) to indicate if any of the parachutes were packed as a senior rigger and/or military rigger.	III. RECORD OF EXPERIENCE Columns 1 through 4. Enter your work experience related to the certificate and rating being applied for. This section must be completed by civil or military Mechanic applicants and Master Parachute Rigger applicants. Continue additional information on a separate sheet if necessary. Mark the box if you have attached a separate sheet showing additional experience. Note: Applicants should provide dates of experience in the eight-digit (MM/DD/YYYY) numeric format if necessary to count the days to ensure eligibility, based on the specific time requirements for the requested certificate. Dates can be handwritten in columns 1 and 2, or noted in the REMARKS section. 1. Date From. Enter your employment start date in a six-digit (MM/YYYY) numeric character format. 2. Date To. Enter your employment end date in a six-digit (MM/YYYY) numeric character format. 3. Employer and Location. Enter the name of your employer and the city and state of your employment. 4. Type of Work Performed. Enter the type of work performed with the employer, related to the certificate and rating requested. Job titles are not a description of the type of work performed. IV. APPLICANTS CERTIFICATION (page 1). Complete this section at the time you make application. Applicants Signature and Date. Sign your name to show you have read and understand the certification statement. Enter the date you signed the form, using the MM/DD/YYYY format. V. FAA ENDORSEMENT. This section is for FAA Use Only. Note: FAA endorsement for testing is required for applicants applying based on civil or military experience or § 65.80. An AMTS or JSAMTCC graduate does not need FAA endorsement to test. PAGE 2 APPLICANT INFORMATION. When the application is printed on 2 separate pages (i.e. not printed double-sided), enter your name and date of birth. If requesting an added rating, enter your certificate number. Leave the certificate number blank if this is an application for original issuance. Note: This ensures page 2 of the application is placed with the correct applicant on page 1 if the pages become separated. REMARKS You may annotate attachments, dual citizenship, mailing, or other information related to the application, in this block. This block is also used by the FAA for annotating additional information regarding the application. APPLICANT'S CERTIFICATION (Page 2). Only complete this section at the time of issuance of a temporary certificate. A. Certificate suspended or revoked? Answer the question by marking yes or no. Refer to § 65.11(c) and (d). B. Drug or Substance Conviction? Answer the questions by marking yes or no. Only mark yes if you have actually been convicted. If yes is marked, include the date of final conviction. Refer to § 65.12 and § 91.19(a). Applicant Signature and Date. Sign your name to show you have read and understand the certification statement. Enter the date you sign the application, using the MM/DD/YYYY format. ATTACHMENTS. Mark appropriate box(s) indicating attachments to the application. Select "Other" when attachments are not listed in this block, and annotate the attachment(s) in the REMARKS section. APPLICANT IDENTIFICATION (ID). This is completed by the person verifying the applicant's identity at the time of application, testing, or certificate issuance. Changes or corrections to this information can be annotated in the REMARKS section.

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Detach this supplemental information before using the attached form

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Figure 5 to Appendix D – Sample FAA Form 8610-2 – (Instructions Page 2 of 2)

OMB Control Number: 2120-0022

Expiration Date: 12/31/2028

TYPE OR PRINT ALL ENTRIES IN DARK INK

 Airman Certificate and/or Rating Application – Mechanic and Parachute Rigger (14 CFR Part 65)	
☒ ORIGINAL ISSUANCE ☒ MECHANIC ☐ PARACHUTE RIGGER ☐ ADDED RATING ☐ Airframe ☐ SENIOR ☐ Seat ☐ Chest ☐ OTHER ☐ Powerplant ☐ MASTER ☒ Back ☐ Lap	
I. APPLICANT INFORMATION	
A. Name (Last, First, Middle)	B. Date of Birth (MM/DD/YYYY)
Student, Sample X	01/01/2000
C. Place of Birth (City and State) or (City and Country)	
Birthplace	
D. Height (Inches)	E. Weight (Pounds)
XXX	XXX
F. Hair Color (spell out)	G. Eye Color (Spell out)
color	color
H. Sex	I. Citizenship / Nationality
☐ Male	☐ USA
☐ Female	☐ Other:
J1. Physical Location/Address (Required)	J2. Mailing Address (Will show on certificate)
☐ Directions are attached.	☒ Same as J1.
Student's	
Mailing Address	
Hometown, ST	
K. Do you now hold or have you ever held an FAA airman certificate?	
☒ No ☐ Yes, Certificate type and number:	
L. Have you ever had an FAA airman certificate suspended or revoked?	
☒ No ☐ Yes	
M. Do you read, write, speak, and understand the English language?	
☐ No ☒ Yes	
N. Have you ever been convicted of violation of any Federal or State statutes relating to narcotic drugs, marijuana, depressant or stimulant drugs or substances? Refer to § 65.12 and § 91.19(a)	
☒ No ☐ Yes, Date of Final Conviction (MM/DD/YYYY)	
II. APPLICATION BASIS Complete Section III, Record of Experience, when application basis is A, B or D (Master Rigger only) below.	
☐ A. MECHANIC – CIVIL EXPERIENCE	
☐ B. MECHANIC – MILITARY EXPERIENCE	
B1. Military Service: (Branch)	B2. Military Rank/Grade:
B3. Military Specialty Code(s):	
B4. JSAMTCC Curriculum Completed: ☐ Airframe ☐ Powerplant ☐ Airframe & Powerplant	B5. Completion Date (MM/DD/YYYY)
B6. JSAMTCC Certificate Control No.	
☒ C. MECHANIC – AMTS TRAINING COURSE	
C1. Select Basis: ☒ AMTS GRADUATE ☐ AMTS § 65.80 APPLICANT	
C2. AMTS Certificate Number	C3. AMTS Name
HVCT649K	HVCC Aeronautical Technical Institute
C4. AMTS Location (City, State)	
Albany, NY	
C5. AMTS Curriculum Graduated: (or Curriculum enrolled if § 65.80) ☐ Airframe ☒ Powerplant ☐ Airframe & Powerplant	C6. Graduation Date (MM/DD/YYYY) (Proposed date if § 65.80)
C7. ☐ The AMTS affirms that this student has made satisfactory progress and is recommended to take the Oral/Practical test under 14 CFR part 65.80.	C8. School Officials Signature (For § 65.80 authorization only) (Print Name and Sign)
C9. Date (MM/DD/YYYY)	
☐ D. PARACHUTE RIGGER	
D1. Number of Parachutes Packed	D2. Packed as a: (For Master Parachute Rigger Only)
Seat ☐ Chest ☐ Back ☐ Lap ☐	☐ Military Parachute Rigger ☐ Senior Parachute Rigger
III. RECORD OF EXPERIENCE Continue additional information on a separate sheet if necessary. ☐ Mark this box if separate sheet attached for additional experience.	
1. DATE FROM (MM/YYYY)	2. DATE TO (MM/YYYY)
3. EMPLOYER AND LOCATION (Employer Name, City, State)	4. TYPE OF WORK PERFORMED (Describe work performed, not job title)
IV. APPLICANT'S CERTIFICATION This section is completed by the applicant at the time the application is made.	
I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.	
Applicant's Signature	Date (MM/DD/YYYY)
V. FAA ENDORSEMENT: I find this applicant meets the experience requirements of 14 CFR part 65 and is eligible to take the required tests.	
☐ § 65.77 – Mechanic test authorization based on experience.	☐ § 65.80 – Special authorization to take Mechanic's oral/practical test (AMTS student applicants only)
FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)
FAA Office/Designation No.	

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Page 1 of 2

Figure 6 to Appendix D – Sample FAA Form 8610-2 – (Page 1 of 2)

C2

APPLICANT INFORMATION (Required if application is printed on 3 pages)															
Name (as shown on page 1 of application): Student, Sample X	Date of Birth (MM/DD/YYYY): 01/01/2000	Certificate Number (if any):													
RESULTS OF ORAL AND PRACTICAL TESTS (For FAA Use Only)															
Mechanic		Parachute Rigger													
I. GENERAL If the test is failed, enter the ACS codes missed in the blocks provided.		<table border="1"><tr><td rowspan="4">TYPE</td><td>SEAT</td><td>☐ PASS</td><td>☐ FAIL</td></tr><tr><td>BACK</td><td>☐ PASS</td><td>☐ FAIL</td></tr><tr><td>CHEST</td><td>☐ PASS</td><td>☐ FAIL</td></tr><tr><td>LAP</td><td>☐ PASS</td><td>☐ FAIL</td></tr></table>	TYPE	SEAT	☐ PASS	☐ FAIL	BACK	☐ PASS	☐ FAIL	CHEST	☐ PASS	☐ FAIL	LAP	☐ PASS	☐ FAIL
TYPE	SEAT			☐ PASS	☐ FAIL										
	BACK			☐ PASS	☐ FAIL										
	CHEST			☐ PASS	☐ FAIL										
	LAP	☐ PASS	☐ FAIL												
Oral Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
Practical Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
II. AIRFRAME If the test is failed, enter the ACS codes missed in the blocks provided.															
Oral Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
Practical Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
III. POWERPLANT If the test is failed, enter the ACS codes missed in the blocks provided.															
Oral Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
Practical Test ☐ PASS EXPIRATION DATE: ☐ FAIL															
ACS Code															
REMARKS															
APPLICANT'S CERTIFICATION This area is completed by the applicant at the time of issuance of the temporary airman certificate (FAA Form 8060-4).															
A. Have you ever had an FAA airman certificate suspended or revoked? ☐ NO ☐ YES															
B. Have you ever been convicted for violation of any Federal or state statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? ☐ NO ☐ YES, Date of Final Conviction: _____															
I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as a part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.															
Applicant's Signature		Date (MM/DD/YYYY)													
FAA EXAMINER'S REPORT															
I have tested this applicant in accordance with pertinent procedures and standards and I have indicated the result as:															
☐ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT Issued) ☐ 14 CFR § 65.80 – Oral/Practical PASSED ☐ DISAPPROVED															
FAA Signature (Print Name and Sign)		Date (MM/DD/YYYY) FAA Office/Designation No.													
I have examined this applicant's papers and I have indicated the result as: ☐ APPROVED (Temporary Certificate Issued)															
FAA Signature (Print Name and Sign)		Date (MM/DD/YYYY) FAA Office/Designation No.													
ATTACHMENTS															
☐ Knowledge Test Report(s) ☐ Temporary Certificate															
☐ Test Planning Sheet ☐ Statement of Additional Instruction															
☐ Graduation/Completion Certificate ☐ Other see Remarks block															
APPLICANT IDENTIFICATION (ID) (Government Issued Photo ID)															
Form of ID		State or Country													
ID Number		Expiration Date													
Telephone		Email													
FAA FILE REVIEW (For FAA Office Use Only)															
FAA Signature (Print Name and Sign)		Date (MM/DD/YYYY) FAA Office													

FAA 8610-2 (04/26) SUPERSEDES PREVIOUS EDITION

Page 2 of 2

Figure 7 to Appendix D – Sample FAA Form 8610-2 (Page 2 of 2)

3. HVCC Sample Accident and Injury Reporting Forms.

C2

HVCC ATI ACCIDENT AND INJURY REPORT FORM

[To be completed by the Safety Manager or appropriate Instructor for all accidents and injuries which have seriously endangered people, aircraft, vehicles, or equipment.

Name of person that completed this report: _____

Position: _____ Email: _____

Telephone number: _____

Date of Accident/Injury: Time: _____

Location: _____

Date of Report: _____

Names of Witnesses

Witness 1

Name: _____

Address: _____

Telephone: _____

Witness 2

Name: _____

Address: _____

Telephone: _____

Witness 3

Name: _____

Address: _____

Telephone: _____

HVCC ATI Form 10
Effective: 28 January 2026

Figure 8 to Appendix D – Sample HVCC Accident / Injury Report Form (Page 1 of 2)

C2

HVCC ATI ACCIDENT AND INJURY REPORT FORM

DETAILS:

Details of the accident or injury: (Include details of people involved, aircraft, vehicles, and equipment. Include details of what took place that contributed to the accident or injury.)

Details of any injuries:

Details of damage to aircraft, vehicles, equipment, or facilities:

Outcome of event: Specifically describe the outcome of actions taken, results of personnel and equipment and any follow-up actions that still need to be taken.

HVCC ATI Form 10
Effective: 28 January 2026

Figure 9 to Appendix D – Sample HVCC Accident / Injury Report Form (Page 2 of 2)

Hazard and Incident Reporting Form

Email to ATI@HVCC.edu

The information supplied in this form will only be used to promote safety. Your name is optional. If you do provide your name, your identity will be removed before dissemination. An email reply will follow. Under no circumstances will your identity be disclosed to any university personnel, any other organization, agency, or person without your express permission.

Complete only **Part A** of the form, then submit it to the ASI Safety Manager—paper copy or email.

Name: _____ Email: _____
 Position: _____ [Only Safety Manager has access to name/position]
 Report Number: _____ Date Received: _____

PART A:

Please fully describe the Hazard or Incident:

Date of occurrence: _____ Time: _____ Injuries _____
 Vehicle/Aircraft Type & registration: _____ Location: _____

Description of incident or hazard (Use other sheet if needed to fully describe the event- include pictures and diagrams):

Contributing Factors:

Were Procedures followed? (SOPs, FAR, POH):

Suggested actions to be taken to prevent this in the future:

HVCC ATI Form 11
 Effective: 2 September 2023

Appendix E – HVCC ATI AMTS Curriculum

- 1.** HVCC ATI will retain a formal copy of the authorized and accepted curriculum approved by the HVCC ATI Director and HVCC ATI Lead Instructor.
- 2.** The curriculum is contained in a binder labeled “HVCC ATI Required Documents” and will be located in the HVCC ATI Director’s office. This binder is available for FAA inspection at all times.
- 3. Revision and Record of Changes.** The HVCC ATI AMTS Curriculum will be kept current by revisions. The “HVCC ATI Required Documents” binder contains a revision process enclosed within that document.

Appendix F – HVCC Accreditation Certificate

1. Table 1 below contains the most recent accreditation information for HVCC.

 MSCHE MIDDLE STATES COMMISSION ON HIGHER EDUCATION		1007 North Orange Street 4th Floor, MB #166 Wilmington, DE 19801 www.msche.org Follow us: @mscheorg
STATEMENT OF ACCREDITATION STATUS		
<i>The Statement of Accreditation Status (SAS) is the official statement of the Middle States Commission on Higher Education (MSCHE) about each institution's current accreditation status and scope of accreditation. The SAS also provides a brief history of the actions taken by the Commission.</i>		
Institution:	HUDSON VALLEY COMMUNITY COLLEGE Troy, NY	
Address:	80 Vandenberg Avenue Troy, NY 12180	
Phone:	(518) 629-4822	
URL:	www.hvcc.edu	
Accreditation Liaison Officer (ALO):	Ms. Meg Mann	
Commission Staff Liaison:	Dr. Robert Bonfiglio, Vice President	
Accreditation Summary		
<i>For more information, see the Commission's Accreditation Actions Policy and Procedures.</i>		
Phase: Accredited		
Status: Accreditation Reaffirmed		
Accreditation Granted: 1969		
Last Reaffirmation: 2023		
Next Self-Study Evaluation: 2030-2031		

Table 1 to Appendix F – HVCC Accreditation Status

Source: <https://www.msche.org/institution/0323/>

Appendix G: Equipment and Materials List

1. HVCC ATI will retain lists of required equipment and materials authorized and approved by the HVCC ATI Director and HVCC ATI Lead Instructor to conduct instruction of the approved 14 CFR Part 147 curriculum. All equipment and materials lists will meet the requirements of 14 CFR Part 147.13 (a) & (b) as appropriate.

2. These lists are contained in a binder labeled “HVCC ATI Required Documents” and will be located in the HVCC ATI Director’s office. This binder is available for FAA inspection at all times.

3. Revision and Record of Changes. The Equipment and Materials List will be kept current by revisions. The “HVCC ATI Required Documents” binder contains a revision process enclosed within that document.

Appendix H: FAA Part 147 AMTS Air Agency Certificate Issued to HVCC ATI

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number HVCT649K

This certificate is issued to
Hudson Valley Community College
whose business address is
**Albany International Airport (ALB), Hangar 1
6 Jetway Drive, Albany, New York 12211**

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* **Aviation Maintenance Technician**

School *with the following ratings:*

**Airframe (June 6, 2024)
Powerplant (November 12, 2024)**

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* **indefinitely.**

Date issued:
November 12, 2024

By direction of the Administrator
**SCOTT M
GILLSON**
Digitally signed by SCOTT
M GILLSON
Date: 2024.11.13 08:48:40
-05'00'

This Certificate is not Transferable, and any major change in the basic facilities, or in the location thereof,
shall be immediately reported to the appropriate regional office of the Federal Aviation Administration

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

FAA Form 8000-4 (1-67) SUPERSEDES FAA FORM 380. Electronic Forms (PDF)

Figure 1 to Appendix H – HVCC ATI 14 CFR Part 147 AMTS Air Agency Certificate

Appendix I: Diagram and Description of Facilities

- 1.** HVCC ATI will retain a description and diagram of facilities used in the formal instruction of the approved 14 CFR Part 147 curriculum. All facilities will meet the requirements of 14 CFR 147.13 (a) & (b) as appropriate.
- 2.** The descriptions and diagrams of HVCC ATI's facilities are contained in a binder labeled "HVCC ATI Required Documents" and will be located in the HVCC ATI Director's office. This binder is available for FAA inspection at all times.
- 3. Revision and Record of Changes.** The Diagram and Description of Facilities will be kept current by revisions. The "HVCC ATI Required Documents" binder contains a revision process enclosed within that document.

Appendix J: Electronic Signatures, Electronic Transactions, and Electronic Records

1. Background.

a. To increase the efficiency of University operations that require authorization and/or signature, the University may require the use of electronic signatures to conduct certain transactions that previously required handwritten signatures and approvals on paper documents.

b. State and Federal Regulations eliminate legal barriers to using technology to create and sign contracts and other records, collect and store electronic records, and conduct everyday transactions electronically.

c. When using electronic signatures, HVCC ATI professionals need to be aware that signatures and the associated data to validate the signature are an integral part of a record. The signature and all necessary verification records need to be maintained for the full records life cycle.

1) The records life cycle is the life span of the record from its creation or receipt to its final disposition. It is usually described in three stages: creation, maintenance and use, and final disposition.

2) Final disposition can mean permanent deletion or destruction. Therefore, the electronic signature must remain accessible for the full retention period of the record to which it is associated.

d. For the purposes of this procedure, a signature is defined as any symbol executed or adopted, or any security procedure employed or adopted, using electronic means or otherwise, by or on behalf of a person with intent to authenticate a record. An electronic signature is defined as a signature in electronic form attached to or logically associated with an electronic record.

2. Purpose and Scope.

a. This procedure identifies HVCC ATI's requirements for the use of electronic signatures (hereafter "e-signatures"), electronic transactions (hereafter "e-transactions"), and electronic records (hereafter "e-records") in conducting the HVCC ATI's business, teaching, research, and service operations.

1) This procedure requires that HVCC ATI staff do business electronically and use e-signatures when advantageous to conduct HVCC ATI transactions that previously required handwritten signatures and approvals on paper documents.

2) This procedure establishes the process for designating transactions requiring e-signatures and how the University accepts and verifies e-signatures. This procedure augments, and does not replace, HVCC Information Security policies and procedures, that apply to all HVCC services.

3) This procedure covers HVCC ATI operations that use e-signatures, e-transactions, or e-records.

4) Electronic Signatures may be used for signing official HVCC ATI documents to include gradesheets, diplomas, and other official documentation which could be sent to the FAA (e.g. FAA form 8610-2).

b. To the fullest extent permitted by law, HVCC ATI accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement.

3. Risk Assessment and Selecting an Implementation Method.

a. Regardless of the method for implementing e-signatures, each method should support the following functions:

- Confidentiality – protects content from unauthorized access, so that only the intended audience can view it
- Authenticity – Assures that the document truly comes from the signer
- Integrity – detects unintentional or malicious alteration Maintenance – maintains confidentiality, authenticity, and integrity of the record from origination through the entire business process
- Accessibility – allows access to the document across all platforms

b. E-signatures may be implemented using various methodologies depending upon the risks associated with the transaction. The following will be evaluated to identify risks associated with the proposed e-signature method:

- Inconvenience, distress, or damage to the standing or reputation of the University
- Financial loss or liability of the University
- Harm to University programs or public interests
- Unauthorized release of sensitive information
- Civil or criminal violations
- Bodily or financial harm to individuals

c. The quality and security of the e-signature method should be commensurate with the risk and need to assure of the authenticity of the signer. These can be classified into one of the following three risk (impact and probability) categories:

- Low – at worst, limited, short-term inconvenience, distress, or embarrassment to any party

- Moderate – at worst, serious short term or limited long-term inconvenience, distress, or damage to the standing or reputation of any party
- High – severe or serious long-term inconvenience, distress, or damage to the standing or reputation of any party (ordinarily reserved for situations with particularly severe effects or that may affect many individuals)

d. Each data steward is responsible for selecting the appropriate e-signature Implementation Method outlined below based upon an assessment of the risk to the institution. The data steward will then work with the appropriate data custodian to select and implement the appropriate e-signature method.

4. E-Signature Implementation Methods.

a. The following three methods are recommended for e-signatures for University documents.

1) Level 1: The first level of implementation does not require that the signer's identity be authenticated through a University system. The signer's identity should be authenticated using physical documents such as a government issued identification document. On the electronic document the signer will indicate agreement with the document by clicking on a check box. This method should be used for low-risk and impact transactions, especially those that involve individuals that have an external relationship with the University.

2) Level 2: The second level of implementation requires the validation of the signer's identity through single factor authentication against a University system. This level of authentication includes the use of a ULID/password challenge and response. This implementation method should be used with individuals possessing an internal relationship with the University.

3) Level 3: The third level of implementation requires the validation of the signer's identity through multi-step or multi-factor authentication against a University system depending upon risk. This level of authentication includes the use of a ULID/password challenge and response, along with another step sufficient to uniquely identify the signer – such as, a PIN or cryptographic certificate. This implementation method should be used with individuals possessing an internal relationship with the University and where the risk or impact of the transaction to the institution is high.

b. Multi-factor authentication including the use of two categories of authentication such as password plus token, password plus biometric, password plus cryptographic certificate.

5. Responsibilities.

a. The Director and/or Lead Instructor, in consultation with the HVCC Information Technology Office, is responsible for identifying the appropriate risk level and selecting the appropriate implementation methods for enterprise-level transactions.

b. The Director and HVCC Information Technology Office will be responsible for ensuring that the implementation methods comply with University security procedures, including password, transmission, access control, and auditing requirements.

6. Developing and Implementing an E-Signature Process.

a. When designing an e-signature process, all applicable laws, rules, regulations, and HVCC policies and procedures must be followed.

b. The e-signature implementation process will be monitored by the HVCC Information Technology Office. In addition, the transaction should meet the following principles:

- Signer must perform a secondary action, such as clicking "I agree" or provide an e-signature through a mouse or some other input device
- Signer must input full name below e-signature
- The time and date of the e-signature must be captured, stored, and available for retrieval
- The contents of the document, the "I agree" check box, typed full name, time, and date of the transaction must be bound to the electronic record in perpetuity
- The stored document must indicate that it was electronically signed
- After signing, the document must be transmitted to all parties in a format acceptable to the applicable University system (e.g., a document management system or database)
- The document must be available for retrieval by appropriate University staff

7. Compliance.

a. An individual that uses e-signatures, e-transactions, or e-records for University operations in violation of this procedure or any other University policies, procedures or applicable state and federal laws may be subject to appropriate sanctions including but not limited to disciplinary actions up to and including termination.

b. Any further adopted rules and regulations may not reduce full compliance with applicable state and federal laws or the policies and procedures of HVCC.

Appendix K: FAA Voluntary Disclosure Reporting Program (VDRP)

1. Background.

a. The FAA's Voluntary Disclosure Reporting Program (VDRP) provides organizations operating under federal regulations (14 CFR 147 for HVCC) a method to voluntarily report violations of federal regulations without having to face civil penalties which promotes positive incentives to achieve compliance with said regulations.

b. The FAA seeks for organizations to conduct internal evaluations of policies, procedures, and actions that may detect violations of regulations and to promote them to promptly disclose the violations to the FAA, take prompt corrective actions to ensure the violation does not recur, and foster safe operating practices.

2. Procedures.

a. HVCC ATI will conduct routine monitoring and evaluation of internal operational, training, and safety procedures and processes to ensure compliance with all appropriate HVCC, local, state, federal, and FAA regulations. In the event that HVCC ATI discovers a violation of an FAA regulation, the VDRP will be utilized in accordance with the procedures outlined in AC 00-58B, Appendix 2.

b. HVCC ATI will be considered the Reporting Entity (RE) throughout the process.

c. HVCC ATI will utilize the Web-based VDRP system located at <https://vdrp.faa.gov>.

d. The HVCC ATI Director will serve as the primary point of contact for the FAA throughout the VDRP process and will work with HVCC leadership and the FAA to ensure all stages of the VDRP process are completed to the FAA's satisfaction.

e. Any comprehensive fixes completed will be adopted by the HVCC ATI and incorporated into the appropriate portion of the training or operations of the program.

3. Upon the FAA's closure of the investigation, the HVCC ATI Director will prepare a summary report to HVCC leadership of the VDRP inquiry, findings, and corrective actions taken.

4. Finally, the HVCC ATI Director will conduct an after-action review of the VDRP with the ATI staff to determine how, where, when, and/or why the error occurred and what corrective actions the ATI can take in the future to ensure it does not recur.