

# FUNDAMENTALS

OF TECHNICAL RECORDS  
AND LEASE PROCESS  
TRAINING PROGRAM



## ABOUT THE COURSE

With extensive experience in the aviation industry covering Airline Operations, Leasing, MRO, and Aviation Training, we are well aware of the issues that each very diverse area of the aviation industry can present, as well as a lack of current educational resources. This has encouraged us to develop multiple training courses, which combine practical information obtained from the greatest industry resources and professionals to deliver the most thorough and comprehensive training available.



SELF-PACED  
ONLINE TRAINING

*"You must either modify your dreams or magnify your skills"*  
- Jim Rohn



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Aircraft Asset Management

## WHY CHOOSE AAM?

AAM courses provide exactly what the airline industry is looking for, so taking one of our courses is a great way to increase your skills and give your career prospects a boost. This certificate program is specifically designed to equip candidates with in-depth knowledge of Aircraft Lease Transition Industry Standards and decisions that impact the successful aircraft transition process. It will provide you with all the information you need to help you understand and help you gain a full understanding of the entire process. Whether you are looking for greater alignment, engagement, or productivity, AAM training can help bridge the gap.

### WHAT YOU GET:



Help from  
Industry Experts



Excellent Value  
For Money



Knowledge that Helps  
in the Real World



Increased Career  
Opportunities

### KEY ELEMENTS OF THIS OF TRAINING PROGRAM:

We will introduce you to a typical lease transition of an aircraft and guide you through the return conditions and items for consideration, ensuring that you gain a full understanding of them. Here you will be able to see “how to” assess all the aircraft documents and what you need to focus on to achieve the review and which sections mostly important as per the technical point of view.



## LEARNING OUTCOMES

From this course, participants will gain a full understanding of:

- Aircraft Lease Process and Practices.
- Fundamentals of Maintenance Planning Documents, Approved Maintenance Programs and the different standards applied at Airbus and Boeing.
- Scheduled Maintenance and Unscheduled Maintenance Procedures.
- Maintenance Records used as compliance documents during Aircraft Redelivery.
- The fundamentals of all the important sections which are covered during inspection of aircraft by the lessor, such as OCCM & Hard Time Components, Modifications (ADs & Sbs), Assemblies, Last done/Next due, Structural Repairs, and Delivery Bible.

## WHO SHOULD ATTEND?

- AME diploma holders / Aerospace professionals / Aeronautical Engineering students.

## COURSE FEE

Contact to Mahima Sharma at [training@aam.aero](mailto:training@aam.aero)



## FUND. OF TECH. RECORDS & LEASE PROCESS

## LEVEL I

### **Module 1 - Lease process and Practises**

Aircraft Transition – Basic introduction, classification of aircraft leases, process & procedures.  
(Complementary Free Module from AAM)

### **Module 2 - Technical Records with understandings of Aircraft Maintenance Check**

Knowledge of Aircraft Maintenance Technical Records, importance and requirements each technical record, with Basics of aircraft scheduled and unscheduled maintenance, type of maintenance checks & procedures.

### **Module 3 - Fundamentals of On-Condition and Condition Monitoring Components**

Fundamentals of OCCM Components, relevant technical records and airworthiness compliance requirements.

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## LEVEL II

### **Module 4 - Fundamentals of Hard Time Components**

Fundamentals of hard time components, relevant technical records and airworthiness compliance requirements.

### **Module 5 - Life Limited Parts**

Knowledge about aircraft life-limited parts and assemblies, and components.

### **Module 6 - Airworthiness Directives**

Basic understanding of Airworthiness Directives, and Modifications of Aircraft.

### **Module 7 - Service Bulletins**

Basic understanding of Service Bulletins and Modifications of Aircraft.

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## LEVEL III

### **Module 8 - Aircraft Repairs**

Basics of damage types, understanding of SRM and its requirements for evaluating any damage needing repair. Procedures for standard conditions if the damage is not covered in an SRM.

### **Module 9 - Last Done/Next Due**

Basic understanding of maintenance planning document and approved maintenance program.  
Basics of Last Done / Next Due Information.

### **Module 10 - Delivery Bible/ Technical Library**

Importance & structure of Delivery Bible, relevant technical records with airworthiness compliance requirements.



## INSTRUCTORS




### **Gordon Jarratt** - CEO at AAM

Gordon Jarratt is a highly qualified Aircraft Licensed Maintenance Engineer, with 30 years of experience in the aviation industry. His key qualifications are in Aeronautical Engineering, specialized EASA AML Aircraft Maintenance License, and FAA A&P Airframe, and Powerplant License. Gordon also has extensive experience in Structure Repairs, Aircraft Leasing, and Project Management of Aircraft Transitions, with a proven track record of consistent revenue growth, effective team mentorsh and relationshi management. Through AAM, Gordon wants to share his technical knowledge with everyone. It is rare to find such an experienced engineer who is also passionate about teaching. Gordon is very much the exception, and he is able to seamlessly blend the two, subsequently providing both clients and students alike with the full benefit of his considerable expertise and infectious enthusiasm. You can learn more about Gordon here: [View on LinkedIn](#) 



### **Mahima Sharma** - Senior Tech. Records Engineer at AAM

Mahima Sharma comes from an Aircraft Maintenance Engineering background with more than seven years of experience in the aviation industry. She has invaluable experience in successful aircraft leas transition projects CAMO and quality control fields. Mahima also specializes in organizational coaching and technical training. Her professional career has been geared towards providing successful professional education and her professional interests include management communication, training development programs. conflict resolution, and leadership. You can learn more about Mahima here: [View on LinkedIn](#) 

## OTHER CERTIFICATED AAM PROGRAMS

AAM serves as a central hub for professional excellence in the aircraft asset management field. In response to identified gaps in knowledge and skills among professionals in this sector, AAM has developed a suite of endorsed training courses, presented in a flexible learning format, providing aviation professionals with a valuable opportunity to enhance their skills. The development of all AAM courses is rooted in Training Need Analysis (TNA) and expert input. Students will benefit from a variety of learning methods, including live interactive sessions, self-paced training modules, case studies, and assignments to facilitate their learning process.

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MANAGEMENT



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