

KP Aviation Services, LLC
AMT Apprentice Program Handbook

Section 1: Program Overview

- Duration: 30 months, paid Apprenticeship
- Objective: Provide hands-on and classroom-based training for future A&P-certified technicians
- Location: Idaho Falls Regional Airport
- Certification Goal: FAA Airframe and Powerplant (A&P)

Section 2: Code of Conduct

- Apprentices are expected to conduct themselves professionally at all times
- Respect toward supervisors, fellow apprentices, and all company personnel is mandatory
- Attendance and punctuality are required for all scheduled shifts and classes
- Violations such as harassment, substance abuse, theft, or insubordination will result in disciplinary action, up to and including dismissal from the program

Section 3: Attendance & Leave

- Apprentices must maintain 90% attendance throughout the program
- Absences must be reported prior to shift start to the assigned supervisor
- Excused absences include medical emergencies, family emergencies, and pre-approved personal leave
- Excessive absenteeism may result in suspension from the program

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AMT Apprentice Program Handbook

Section 4: Dress Code & PPE

- Proper footwear (steel-toe boots) is required
- Appropriate seasonal clothing (short sleeves and pants, or long sleeves and pants) must be worn at all times
- No vulgar or inappropriate clothing will be tolerated
- Personal Protective Equipment (PPE) including gloves, eye protection, and hearing protection must be used per task requirements

Section 5: Safety Procedures

- All apprentices will complete initial and periodic safety training
- Unsafe behavior or willful disregard for safety standards will result in disciplinary action
- Report all incidents, injuries, or near misses immediately to a supervisor

Section 6: Tools & Equipment

- Apprentices are responsible for maintaining issued tools and equipment
- Loss or damage due to negligence may result in replacement cost responsibility
- No personal tools may be used without prior approval
- Apprentices will be provided a basic set of tools for their use during the duration of the apprenticeship program
- Issued tools will be returned at the completion of the program. Any missing tools will be charged to the apprentice unless otherwise documented.

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Section 7: Supervision & Evaluations

- All work must be supervised by an A&P-certified technician
- Progress evaluations will occur every 6 months
- Unsatisfactory performance may result in remediation plans or dismissal from the program

Section 8: Educational Requirements

- Participation in all classroom and on-the-job training (OJT) sessions is required
- Apprentices must complete logbook entries and skill sign-offs in a timely manner
- Apprentices are required to maintain an ASA AMT logbook (P/N: ASA-SP-AMT) for documentation of all qualifying tasks and hours
- Final readiness for FAA exams will be assessed by the apprenticeship coordinator

Section 9: Disciplinary Action

- First Offense: Verbal or written warning
- Second Offense: Probationary status and performance improvement plan
- Third Offense: Dismissal from the program
- Severe violations may bypass steps at management's discretion

Section 10: Completion & Certification Support

- Upon successful completion, apprentices will receive a Certificate of Completion
- KP Aviation will assist in scheduling FAA A&P exams
- Letters of recommendation and job placement support are available upon request

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Acknowledgment of Receipt and Understanding

I acknowledge that I have received, read, and understand the KP Aviation Services, LLC AMT Apprentice Program Handbook. I agree to comply with the policies and procedures outlined herein. I understand that failure to adhere to these policies may result in disciplinary action up to and including dismissal from the apprenticeship program.

Apprentice Name (Printed)

Date

Apprentice Signature