

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: SHOP MANAGEMENT

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CODE NO: ASR100 SEMESTER: I

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PROGRAM: AIRCRAFT STRUCTURAL REPAIR TECHNICIAN

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AUTHOR: STEVE LACHOWSKY

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DATE: FALL 1993

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PREVIOUS OUTLINE DATED: FALL 1992

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APPROVED: L P Crockett  
Dean, School of Engineering Tech.

94-02-02  
Date

COURSE NAME: SHOP MANAGEMENT

CODE NO. ASR100

TOTAL CREDIT HOURS: 30 hrs (2 credits)

PREREQUISITE(S):

**I. PHILOSOPHY/GOALS:**

This course introduces and explains the proper techniques used in personal shop safety, various hand and power machinery and regulations governing shop operation procedures. An introduction to various types of paperwork associated with aircraft manufacturing and overall as per D.O.T. regulations pertaining to A.M.O.'s. Fire extinguisher types and their usage will be presented and discussed.

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of this course the student will:

Define and discuss shop safety and shop requirements. Discuss the operation of various power and bench machinery and safety operations. Describe the legal paperwork requirements in the maintenance and overhaul of Aircraft structures. Discuss various stores paperwork required as per Department of Transport and Regulations. Define the various types of fire extinguishers and their proper usage.

**III. TOPICS TO BE COVERED:**

1. Shop Management
2. Shop Safety
3. Manufacturing and Overhaul Paperwork
4. Fire extinguishers

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**LEARNING ACTIVITIES**

1.0 Shop Management

Upon successful completion of this unit, the student will be able to:

- 1.1 Define and discuss Approved Maintenance Organizations.
- 1.2 Discuss the legal requirements as set forth by D.O.T. to operate an A.M.O.
- 1.3 Identify the management personnel requirements and their responsibilities in an A.M.O.
- 1.4 Describe stores personnel responsibilities in an A.M.O.
- 1.5 Discuss various departments in a stores department and their respective functions.
- 1.6 Discuss the other departments in an A.M.O.
- 1.7 Discuss the paperwork involved in stores in accepting, rejecting and movement of parts.
- 1.8 Discuss the validity checks and traceability requirements of aircraft parts.

**REQUIRED RESOURCES**

Teacher hand outs

Teacher Hand outs

Teacher hand outs

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**LEARNING ACTIVITIES**

2.0 Shop Safety

Upon successful completion of this unit the student will be able to:

- 2.1 Define the safety aspects associated with shop safety.
- 2.2 Discuss hand tool operation procedures and safe handling.
- 2.3 Identify various shop machinery and operate the machinery safely.
- 2.3 Define the importance of personal safety and identify the requirements of using safety glasses, safety boots, etc. where appropriate.
- 2.3 Discuss the safety rules that govern a sheet metal shop.
- 2.4 Identify hazards in the sheetmetal shops.
- 2.5 Identify personnel in charge of shop safety in an A.M.O.

3.0 Manufacturing and Overhaul Paperwork

Upon successful completion of this unit the student will be able to:

- 3.1 Identify the paperwork associated with aircraft repair and overhaul.
- 3.2 Describe the importance of Maintenance Release Tags.
- 3.3 Identify all forms used in aircraft maintenance and their importance.
- 3.4 Describe how tracking of serviceable and unserviceable items is accomplished by the Records Dept. in an A.M.O.

**RESOURCES REQUIRED**

Teacher hand outs

Textbook - AC 65-15A  
Chapter V

Teacher hand outs

Teacher hand outs

Teacher hand outs

Teacher hand outs

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**LEARNING ACTIVITIES**

- 3.5 Discuss both the Technical Logbook and its sections and the Journey Logbooks and their importance.
- 3.6 Identify D.O.T. requirements associated with paperwork and recording of maintenance.
- 4.0 Fire Extinguishers

Upon successful completion of this unit the student will be able to:

- 4.1 Identify the four most commonly used fire extinguishers found in aircraft facilities.
- 4.2 Describe the classes of fire extinguishers as to where its type would be used.
- 4.3 Discuss how to use a basic hand held fire extinguisher.

**REQUIRED RESOURCES**

Teacher hand outs

Teacher hand outs

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**V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)**

Written tests (2) submitted by the instructor. Each test accounts for 50% of the final grade.

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|---|------------|
| A | 90% - 100% |
| B | 80% - 89%  |
| C | 70% - 79%  |
| I | Incomplete |

**VI. REQUIRED STUDENT RESOURCES**

A & P Airframe Textbook - AC 65-15A

**VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY:**

Book Section (title, publisher, edition, date, library call number if applicable - see attached example)

Periodical Section (Magazines, Articles)

Canadian Aircraft Operator, Aviation Technology

Audiovisual Section (Videotape, Filmstrips, Transparencies)

Fire extinguishers Identification - U.S.A. "Armed Forces"  
Shop Safety - Machine Guard I (by Ministry of Labour)  
Shop Safety - Machine Guard II (by Ministry of Labour)

**VIII. SPECIAL NOTES**

Students with special needs (eg. physical limitation, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.