



## COURSE OUTLINE: ASR100 - SHOP MANAGEMENT

Prepared: Paul Davis

Approved: Corey Meunier, Chair, Technology and Skilled Trades

<b>Course Code: Title</b>	ASR100: SHOP MANAGEMENT	
<b>Program Number: Name</b>	4067: AIRCRAFT STRUCT TECH	
<b>Department:</b>	AIRCRAFT STRUCTURAL REPAIR	
<b>Semesters/Terms:</b>	19F	
<b>Course Description:</b>	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 Transport Canada regulations pertaining to A.M.O.'s. Fire extinguisher types and their usage will be presented and discussed. Basic WHMIS and Human Factors in aviation will be discussed.	
<b>Total Credits:</b>	2	
<b>Hours/Week:</b>	2	
<b>Total Hours:</b>	32	
<b>Prerequisites:</b>	There are no pre-requisites for this course.	
<b>Corequisites:</b>	There are no co-requisites for this course.	
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>4067 - AIRCRAFT STRUCT TECH</b> VLO 1 Safely use the tools, equipment and identify materials needed to carry out various sheet metal repairs. VLO 5 Organize work safely, economically and efficiently. VLO 14 Apply Department of Transport regulations to paperwork and authorization licences to release aircraft back to service.	
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.	
<b>Course Evaluation:</b>	Passing Grade: 70%, B	
<b>Course Outcomes and Learning Objectives:</b>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>



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	1. Identify and discuss shop requirements.	1.1 define and discuss approved maintenance organizations 1.2 discuss the legal requirements as set forth by Transport Canada 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
	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
	2. Discuss and demonstrate safely, the operations of various power machinery and hand tool operations.	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 machinery safely 2.4 define the importance of personal safety and identify the requirements of using safety glasses, safety boots, etc. where appropriate 2.5 discuss the safety rules that govern a sheet metal shop 2.6 identify hazards in the sheet metal shops 2.7 identify personnel in charge of shop safety in an A.M.O.
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
	3. List and describe the paperwork requirements found in the maintenance, manufacturing and overhaul of aircraft.	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 Records Department in an A.M.O. 3.5 discuss both the Technical Logbook and its sections and the Journey Logbooks and their importance
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
	4. Identify the various types of fire extinguishers and their proper application.	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
	<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
	5. Understand basic WHMIS regulations and understand an employee responsibility as WHMIS pertains to the workplace.	5.1 understanding what WHMIS stands for 5.2 understanding hazardous materials 5.3 government, industry and labour requirements 5.4 identification of hazardous materials and symbols 5.5 MSDS data sheet requirements
	<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
	6. FOD - Understand the possible damage that will occur to aircraft due to	6.1 identify types of foreign material that will cause damage to an aircraft

	foreign object damage and discuss methods to eliminate F.O.D.	6.2 discuss methods of preventing damage 6.3 describe the effects of F.O.D. to aircraft fuselages and systems						
	<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>						
	7. Human Factors - Understand the 12 major factors that attribute to poor aircraft maintenance, incidents and accidents. Discuss the safety nets to use to eliminate these 12 factors.	7.1 Understand the 12 major factors that attribute to poor aircraft maintenance, incidents and accidents. Discuss the safety nets to use to eliminate these 12 factors.						
<b>Evaluation Process and Grading System:</b>	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th></tr><tr><td>Test #1</td><td>50%</td></tr><tr><td>Test #2</td><td>50%</td></tr></table>		Evaluation Type	Evaluation Weight	Test #1	50%	Test #2	50%
Evaluation Type	Evaluation Weight							
Test #1	50%							
Test #2	50%							
<b>Date:</b>	August 29, 2019							
<b>Addendum:</b>	Please refer to the course outline addendum on the Learning Management System for further information.							

