

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE MARIE, ON



Sault College

COURSE OUTLINE

Course Title: SHOP MANAGEMENT

Code No.: ASR100 Semester: 1

Program: AIRCRAFT STRUCTURAL REPAIR

Author: STEVE LACHOWSKY

Date: November 2000 Previous Outline Date: June 1999

Approved: \_\_\_\_\_  
Dean Date

Total Credits: 2

Prerequisite(s): n/a

Length of Course: 2 Hrs./Wk. Total Credit Hours: 36

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*For additional information, please contact Kitty DeRosario, Dean, School of Technology, Engineering and Technical Trades, (705) 759-2554, Ext. 642.*

SHOP MANAGEMENT  
COURSE NAME

ASR100  
COURSE NUMBER

**I. COURSE DESCRIPTION:**

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 training will be presented.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

Upon successful completion of this course the student will demonstrate the ability to:

- 1) Identify and discuss shop requirements.

Potential Elements of the Performance:

- define and discuss approved maintenance organizations
- discuss the legal requirements as set forth by Transport Canada to operate an A.M.O.
- identify the management personnel requirements and their responsibilities in an A.M.O.
- describe stores personnel responsibilities in an A.M.O.
- discuss various departments in a stores department and their respective functions
- discuss the other departments in an A.M.O.
- discuss the paperwork involved in stores in accepting, rejecting and movement of parts

- 2) Discuss and demonstrate safely, the operations of various power machinery and hand tool operations.

Potential Elements of the Performance:

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

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**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE**  
**(Continued)**

- 3) List and describe the paperwork requirements found in the maintenance, manufacturing and overhaul of aircraft.

Potential Elements of the Performance:

- identify the paperwork associated with aircraft repair and overhaul
- describe the importance of Maintenance Release Tags
- identify all forms used in aircraft maintenance and their importance
- describe how tracking of serviceable and unserviceable items is accomplished by the Records Department in an A.M.O.
- discuss both the Technical Logbook and its sections and the Journey Logbooks and their importance

- 4) Identify the various types of fire extinguishers and their proper application.

Potential Elements of the Performance:

- identify the four most commonly used fire extinguishers found in aircraft facilities
- describe the classes of fire extinguishers as to where its type would be used
- discuss how to use a basic hand held fire extinguisher

- 5) Understand basic WHMIS regulations and understand an employee responsibility as WHMIS pertains to the workplace.

Potential Elements of the Performance:

- understanding what WHMIS stands for
- understanding hazardous materials
- government, industry and labour requirements
- identification of hazardous materials and symbols
- MSDS data sheet requirements

- 6) FOD - Understand the possible damage that will occur to aircraft due to foreign object damage and discuss methods to eliminate F.O.D.

Potential Elements of the Performance:

- identify types of foreign material that will cause damage to an aircraft
- discuss methods of preventing damage
- describe the effects of F.O.D. to aircraft fuselages and systems

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### III. TOPICS:

- 1) Shop Management
- 2) Personal Shop Safety
- 3) Fire Extinguishers
- 4) Foreign Object Damage
- 5) WHMIS

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Handouts supplied by teacher

### V. EVALUATION PROCESS/GRADING SYSTEM

Multiple Choice Tests (2). Each test accounts for 50% of the final grade.

GRADING: A+ (94-100)      B (78-85)  
              A (86-93)            C (70-77)            R - Repeat

### VI. SPECIAL NOTES:

- Special Needs  
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- Retention of Course Outlines  
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
- Disclaimer for Meeting the Needs of the Learners
- Substitute Course Information is available at the Registrar's Office.

WHMIS Testing will be required. Upon successful completion, the student will receive a WHMIS Card. This testing will not be factored into the final grade for ASR100.

### VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor.

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