

## **Competencies and Training**

Air Trek has developed as a part of its SMS a system for training and determining the competency of the Accountable Executive, Safety Management Team and its employees.

### **Training**

Air Trek has developed a power point presentation that all employees view as one element of their initial training and company indoctrination. This is assessed through a portal on the company web site and is accessed via discreet log-in and password that assigned to them early in their employment process (this is the same log-in and password used to report safety issues).

Safety Management Team members complete the above training but also have initial and annual one on one training conducted by the Accountable Executive. The Safety Management team's initial and recurrent training consists of training and/or review of areas of the SMS they are accountable for and have authority for in developing, implementing and maintaining in the SMS process.

### **Competencies**

Air Trek has a written exam established to test each employees' knowledge and understanding of the SMS system and their role in it. The written exam is also accessed through the portal on the company web site. At the completion of the exam the employee receives an email confirming the passing or failure of the exam. If the exam is not passed they are directed to retake the exam. An additional email is forwarded to the Accountable Executive showing the employee has taken the test and pass it. A copy of this email will be retained in the employees' records.

Safety Management Team members will be given oral exams after training and their passing performance and the date is documented in the SMS records by the Accountable Executive.

Reserved