

ADSE training agenda – 2019



1. Introduction

Welcome to ADSE's updated training agenda for 2019!

For over 8 years our Training Program has been successfully supporting customers to satisfy their training needs related to aviation engineering and regulation.

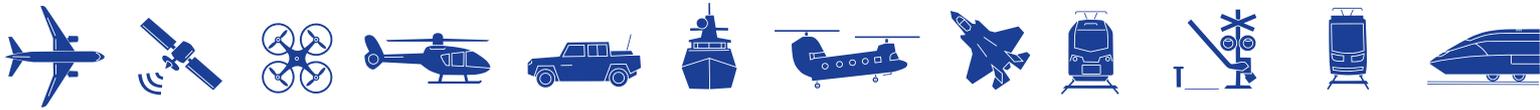
As always, the focus of the training will be for aviation professionals working in dedicated parts of the aviation environment. All our trainings are performed by experienced aviation professionals who have worked for various aviation industries and authorities.

The trainings listed are all held at the ADSE head office in Hoofddorp, The Netherlands. We also offer in-company trainings and trainings all year round, tailored to your specific needs and to be performed at times that suit you best. Please let us know your specific needs and we can make you a customized offer.

On behalf of our training team I am looking forward to welcoming you for a training in our facility. You can contact our Office Manager Mrs. Angelica Janssen by phone (+31 23 554 2255) or email (RECEPTIE@ADSE.EU) for any additional information, company specific training programs and for general and booking related queries.

Hoofddorp, June 3rd , 2019

Ron van Baaren
Managing Director



2. Training philosophy

*“In theory, theory and practice are the same.
In practice, they are not.”*

This is why our trainings have been designed to combine regulations and theory with plenty of operational cases and examples.

The trainings are also highly interactive, e.g. by means of practical working cases and discussion. Depending on the type of training, a certain number and mix of participants with different backgrounds is beneficial to maximize the benefit of the training and use the crossover of experience of each individual.

All training programs consist of:

- Training material (electronic) with basic program and cases / workshops
- Presentations from a laptop with the use of a beamer
- Small workshops based on practical use of the theory
- A certificate of attendance for each attendant

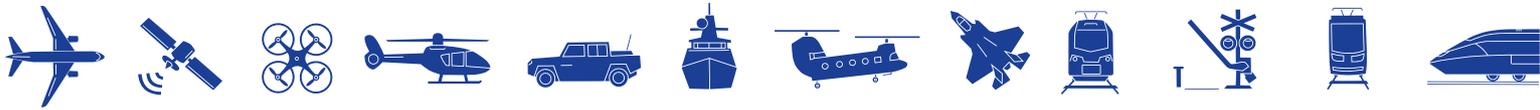
3. Details and logistics

The trainings are held at our offices in Hoofddorp, the Netherlands.
Scorpius 90, Southpoint International Building A, 2132 LR Hoofddorp, The Netherlands



ADSE Hoofddorp, The Netherlands

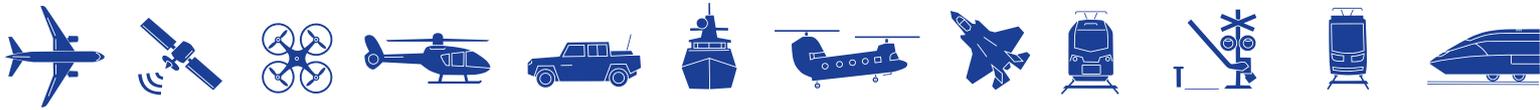
Start of the trainings is at 08.30 with an expected closure around 17.00
All trainings include drinks during the breaks and a light lunch



4. Training schedule

The following trainings are scheduled for spring 2019.

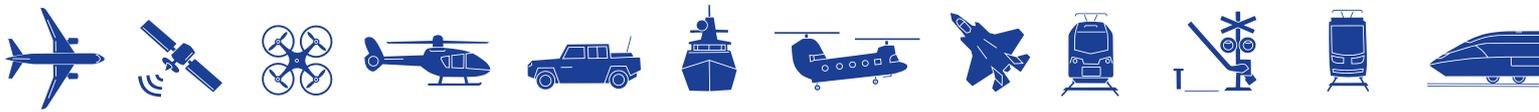
Code	Topic	Duration	Dates spring 2019	Dates fall 2019
19-1-001	EASA part 21G (POA)	1 day	May 23 rd	Sept. 26 th
19-1-002	EASA part 21J (DOA)	2 days	May 29 th - 30 th	Sept. 18 th - 19 th
19-1-003	Reliability engineering in Aerospace	1 day	June 6 th	Sept 25 th
19-1-004	Auditor training	½ day	June 13 th	Oct. 3 rd
19-1-005	Configuration Management	2 days	June 11 th - 12 th	Oct. 16 th - 17 th
19-1-006	OSD training	1 day	June 26 th	Oct. 10 th
19-1-007	CVE training	1 day	June 18 th	Oct. 24 th



5. ADSE trainers

Our experienced team of trainers is very capable to perform the trainings and workshops. They all have extended experience in the field of aviation, either by being active within a wide range of organizations within the aviation industries, or as consultants and trainers. They all are recognized and valued trainers in their field based upon their knowledge, experience, skills and educational skills. A brief description of the knowledge and experience of six of our trainers is given below. Additionally, ADSE has other trainers available who can perform these trainings.

 <p>Frank Kaiser is a highly experienced aerospace electric and avionics engineer, having advised many companies on aircraft development and certification. Frank also is ADSE's Head of Design Organization.</p>	 <p>Eelco Bakker is former inspector for national airworthiness authorities, with wide experience in production and maintenance. Eelco is also ADSE's head of Airworthiness.</p>	 <p>Dick Terleth is a seasoned consultant and lecturer on systems engineering and configuration management, both in and beyond aerospace.</p>
 <p>Bas Berk is an experienced quality manager, auditor and consultant in aerospace.</p>	 <p>Steven den Dikken is an experienced aerospace design engineer and certification specialist.</p>	 <p>Ron van Baaren has advised and implemented ILS solutions for numerous companies. Ron is also ADSE's managing director.</p>



6. Registration & conditions

Registration. You can register by filling out the attached application form and send it to RECEPTIE@ADSE.EU. You can also directly contact ADSE via RECEPTIE@ADSE.EU or via +31 23 5542255 with any questions you may have. Registration will be accepted as long as the training has not been fully booked. We therefore ask for timely reservations to avoid disappointments.

Confirmation of participation. You will receive a final confirmation of the training at least one month prior to the starting date. The confirmation provides you with all the necessary details.

Training fees. The training fees for 2018 per participant (excluding VAT) are shown in the table below.

Duration	Fee per participant
½-day sessions	€ 350,--
1-day sessions	€ 600,--
2-day sessions	€ 1100,--
3-day sessions	€ 1540,--

Payment. Payment details will be included in the final confirmation and invoice which will be sent to all participants approximately 3 weeks prior to the training. Full payment needs to be received one day prior to the start of the training program.

Payment Details

Payment can be made to ADSE BV, ING bank: NL63 INGB 0663 1100 92. BIC INGBNL2A. ADSE VAT Number NL8079.45.225B01, Chamber of commerce 34116438.

Contact details

ADSE Consulting and Engineering BV
 Scorpius 90, Southpoint International Building A
 2132 LR Hoofddorp, The Netherlands
 RECEPTIE@ADSE.EU
 +31 23 5542255
 www.adse.eu

Cancellation by the participant.

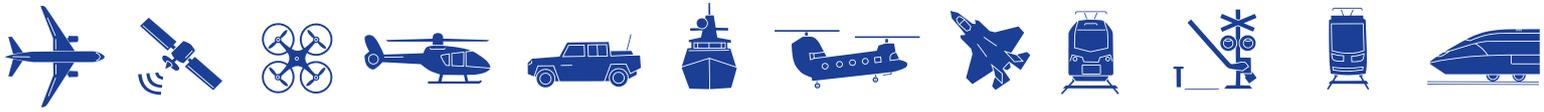
Registered participants can cancel their participation up to 4 weeks in advance in writing without incurring a charge to the participant. A full fee will be invoiced when registrations are cancelled by a later date or when the participant fails to attend. Registered participants can nominate a replacement to stand in for them prior to the start of the training.

Cancellation by ADSE.

ADSE may cancel a training until 3 weeks before execution if the number of participants is too low. ADSE will propose new dates to in close consultation with the participant. Already paid invoices will be refunded if the participant is unable to change the participation to a new date. Any further claims or requests for compensation of any kind other than the invoiced training amounts are excluded.

Training documents copyright. The training documents / training and workshop material are subject to ADSE copyright and may not be copied or duplicated without obtaining prior written authorization from ADSE. This also applies to in-house use. Any use beyond the limits set by the Copyright Act is not permitted without the approval of ADSE and is liable to criminal prosecution.

Overnight accommodation. Please note that we do not make any overnight accommodation reservations. Participants will need to arrange overnight accommodation themselves. For trainings in Hoofddorp ADSE can suggest various suitable accommodation in the area.



7. Module 19-1-001, EASA part 21G (POA)

The target audience for this training is engineering staff and management involved in establishing and operation of the EASA part 21G POA.

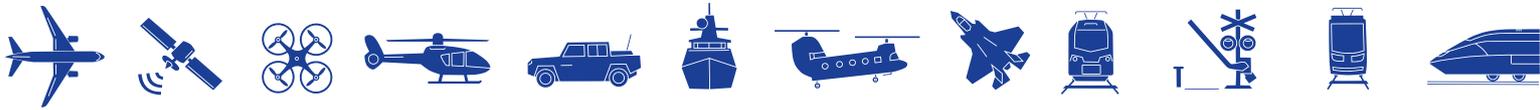
It is suitable for both new companies in pursuit of a POA, as a refresher or new staff for an existing POA, as well as for alignment in the case of mergers, acquisitions or alterations to a POA.

The training starts with an understanding of the overarching EASA regulatory system, and how that translates into a company POA exposition and underlying procedures and documents.

The main body of the training deals with all aspects of the production organization in relation to the Organizational structure, including supplier and parts approval, Inspection and testing, Non-conformity, and much more.

Special attention is given to the roles and responsibilities of the key personnel, as well as the complicated collaboration between design and production.

Also, aspects such as handling, storage and packaging and calibration of jigs and tool are addressed.



8. Module 19-1-002, EASA part 21J (DOA)

The target audience for this training is engineering staff and management involved in establishing and operation of the EASA part 21J DOA.

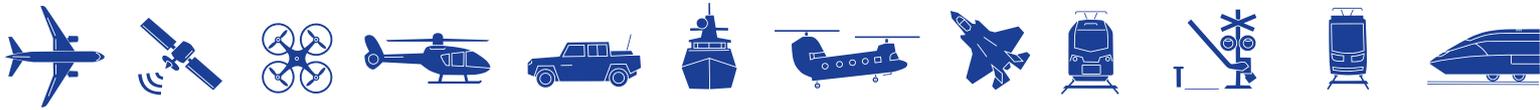
It is suitable for both new companies in pursuit of a DOA, as a refresher for new staff for an existing DOA, as well as for alignment in the case of mergers, acquisitions or alterations to a DOA.

The training starts with an understanding of the overarching EASA regulatory system, and how that translates into a company DOA handbook and underlying procedures and documents.

The main body of the training deals with all aspects of the design organization in relation to the organizational structure, working processes, staff qualification and the mandatory aspects when collaborating with other approved or non-approved design organizations and with production organizations.

Special attention is given to the certification process and the daily operational challenges that can arise while performing the certification processes. Strong focus is put on roles and responsibilities of the key personnel, on the design process and change management and documentation.

Also, configuration management and document control are explained as well as the mandatory and complicated collaboration between design and production.



9. Module 19-1-003, Reliability engineering in Aerospace

The target audience for this training is engineering staff and management involved in planning, performing and managing reliability engineering in Aerospace OEMs and suppliers.

The training is equally suitable for new companies and for companies in the process improving their business or as a refresher.

The training gives insight into the aircraft maintenance (including repair) process, the way maintenance is addressed during design, to illustrate what is required to introduce new developments such as innovative materials into an aircraft from a maintenance perspective. The workshop aims to prove that safety should not be taken for granted, and there is a delicate balance between innovation, safety, and efficiency..

The training addresses the importance of maintenance, the maintenance process, design for maintenance, maintenance programs and the relationship between maintenance and safety.



10. Module 19-1-004, Auditor training

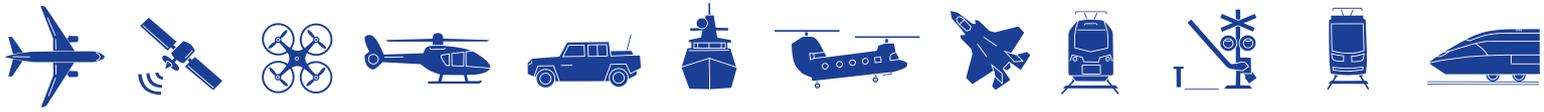
The target audience for this training is quality officers, auditors and management associated to quality management in aerospace.

The training is suitable for both new companies and for companies in the process improving their business or as a refresher.

The focus of the training is the professional conduct of audits within an aerospace quality system, such as part 21J, 21G, or AS/EN-9100 or a company proprietary system.

This short training highlights the regular cycle of audit planning, preparation, execution and follow-up and discusses each step in detail.

It further covers topics such as auditing skills and practical do's and don't's.



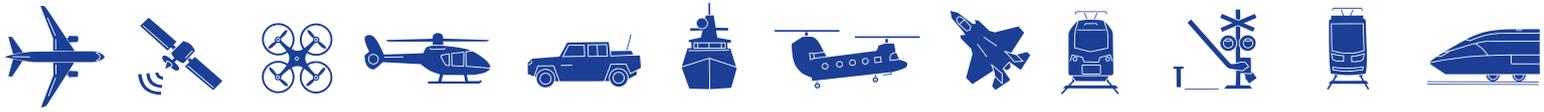
11. Module 19-1-005, Configuration Management

NOTE – For the Configuration management training in Dutch, please refer to the training by ADSE through PAOTM, at the following address: <https://paotm.nl/nl/cursus/configuratiemanagement/>

The target audience for this training is staff and management involved to configuration management in aerospace. Typical positions include design engineers, production preparation engineers, IT support engineers working on ERP and PLM systems, and management responsible for all these positions.

The training will provide an overview of basic principles of Configuration Management. It will then go into detail on each of these, with plenty of room for discussion for participants' own questions and situation.

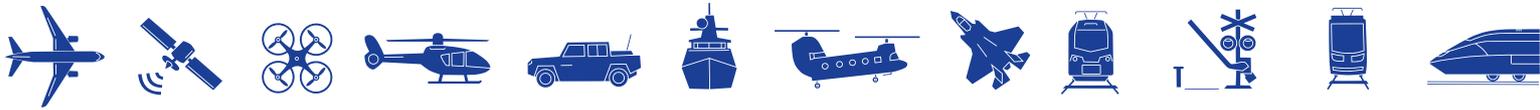
It will touch upon international standards such as ISO 10.007 and EIA 649, and how these are applied in practice.



12. Module 19-1-006, Operational Suitability Data

The target audience for this training is EASA DOA staff involved in or responsible for to the creation of OSD material.

This training briefly covers the regulatory framework since the OSD introduction in 2014. Affected parts are Operations and Training, changes to the MMEL, Flight crew, Cabin crew, maintenance staff and simulator requirements. It addresses mandatory and recommended elements, and the interpretation and application of the regulation in practice.



13. Module 19-1-007, Compliance Verification Engineers

The target audience for this training EASA DOA Certification Verification Engineers, and staff assigned to execution and management of certification, such as certification engineers and design engineers. The training expands on ADSE training module 19-1-002 that deals with CVE in the larger EASA part 21J organization.

The focus of this training is on the whole range of aspects encountered by CVE's. It ranges from practical difficulties in interpretation and inefficiencies of the CS requirements, to the use of Accepted Means of Compliance and Guidance Material, the establishment of Certification Review Items, CVE role in relation to other DOA staff and practicalities in dealing with EASA.

In addition, it will touch upon issues as time pressure, peer pressure and commercial interests, and the co-operation and distinction between CVE and design engineers.

