COMVAQWINGPAC
QUALITY ASSURANCE REPRESENTATIVE TRAINING
OJT CHECKLIST

Regardless of rank or experience level this OJT will be initiated during indoctrination to a new squadron/work center. Previous squadron OJT completions are not valid. Prior to starting this OJT checklist the OJT checklist for WORK CENTER NON-SUPERVISOR, WORK CENTER SUPERVISOR, IN RATE OJT and CDI will be completed. Systems and items contained in this OJT are those items considered to be tasks that will be performed on a routine basis. Peculiar and non-common tasks are not part of this OJT and should be documented as they occur on a blank OPNAV 4790/33 form titled OJT. Items not pertinent to your T/M/S or mission will be lined out using pencil.

This OJT checklist will be maintained in the training jacket in its entirety both while in work and after completion. ALL initials and signatures will be made in ink.

Required Reading Syllabus (Section I) must be completed within 14 days. A completed (initialed) syllabus form will be submitted to a fully qualified QAR who will administer a brief oral quiz, sign and date the form and enter it in the QAR's training jacket.

On-the-Job Training Syllabus (Section II) must be completed within 30 days after section I. QAR's will complete the training under qualified supervision. The supervisor conducting training will initial appropriate entries and route the completed form to QA for the QAR's training jacket.

All Systems QAR Qualification Syllabus (Section III) must be completed within 60 days after section II has been completed. QAR's will complete the training under qualified supervision. The qualifier conducting the training will initial the appropriate entries and route the completed form to QA for QAR's training jacket.

NOTE: CHANGES/ADDITIONS INDICATED BY (*)

QUALIFICATION

DATE CHECKED IN_____

SECTION I _____ DATE _____
(QA Supervisor)

SECTION II _____ DATE _____
(QA Supervisor)

SECTION III _____ DATE _____
(QA Supervisor)

NOTED _____ DATE_____
(QA Officer)

Name_____ Rate_____ Activity_____

COMVAQWINGPAC
QUALITY ASSURANCE REPRESENTATIVE TRAINING
OJT CHECKLIST

UNDER THE SUPERVISION OF A QUALIFIED QAR/CDI/CDQAR
INSPECT, EXPLAIN OR DEMONSTRATE IN DETAIL UTILIZING THE APPROPRIATE PUBLICATIONS

ITEM	DATE	SIGNATURE
SECTION I QAR/CDQAR REQUIRED READING		
INSTRUCTIONS		
OPNAVINST 4790.2G VOLUME I CHAPTER 14		
OPNAVINST 4790.2G VOLUME V		
FUEL SURVEILLANCE PROGRAM		
NAVY OIL ANALYSIS PROGRAM		
ABO SURVEILLANCE PROGRAM		
HYDRAULIC CONTAMINATION CONTROL PROGRAM		
TIRE AND WHEEL MAINTENANCE SAFETY PROGRAM		
QUALITY ASSURANCE AUDIT PROGRAM		
OIL CONSUMPTION PROGRAM		
NAMDRP PROGRAM		
TECHNICAL DIRECTIVE COMPLIANCE PROGRAM		
FOREIGN OBJECT DAMAGE PREVENTION PROGRAM		
TOOL CONTROL PROGRAM		
CORROSION PREVENTION AND CONTROL PROGRAM		
PLANE CAPTAIN QUALIFICATION PROGRAM		
EGRESS SYSTEM CHECKOUT PROGRAM		
SE OPERATOR AND LICENSING PROGRAM		
SE PLANNED MAINTENANCE SYSTEM PROGRAM		
HM CONTROL AND MANAGEMENT PROGRAM		
ELECTROSTATIC DISCHARGE PROGRAM		
ALSS PROGRAM		
OPNAVINST 3750.6 SERIES NAVAL AVIATION SAFETY PROGRAM		
CHAPTER I		
CHAPTER II		
NAVAIR 01-85ADC-6-3 CARD 162 JAMMED/ MALFUNCTIONING FLIGHT CONTROL *		
NAVAIR 01-1A-17		
NAVAIR 01-1A-509 AIRCRAFT CORROSION CONTROL		
NAVAIR 16-1-540 AVIONICS CORROSION CONTROL		
CVWP NAMPSOP ADDENDUM		
MAINTENANCE DEPARTMENT SAFETY		
QAR/CDQAR/CDI		
QUALITY ASSURANCE AUDIT		
CENTRAL TECHNICAL PUBLICATION LIBRARY		
SUPPORT EQUIPMENT MISUSE AND ABUSE		
AVIATION GAS FREE ENGINEERING (AVGFE)		
SECTION II QAR/CDQAR ON THE JOB TRAINING		
PERFORM THE FOLLOWING PROGRAM MONITORS		
0300-FUEL SURVEILLANCE		
0400-NAVY OIL ANALYSIS		
0500-ABO SURVEILLANCE		
0600-HYDRAULIC CONTAMINATION CONTROL		
0700-TIRE AND WHEEL MAINTENANCE SAFETY		
0800-QUALITY ASSURANCE AUDIT		

Name_____Rate_____Activity_____

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OJT CHECKLIST

UNDER THE SUPERVISION OF A QUALIFIED QAR/CDI/CDQAR
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ITEM	DATE	SIGNATURE
1100-AVIATION GAS FREE		
1200-FOREIGN OBJECT DAMAGE PREVENTION		
1300-TOOL CONTROL		
1400-CORROSION PREVENTION AND CONTROL		
1500-PLANE CAPTAIN QUALIFICATION		
1600-EGRESS SYSTEM CHECKOUT		
1700-SE OPERATOR AND LICENSING		
1800-SE PLANNED MAINTENANCE SYSTEM		
2000-NAVAL AVIATION METROLOGY AND CALIBRATION (METCAL)		
2100-NON-DESTRUCTIVE INSPECTION (NDI) PROGRAM		
2200-HM CONTROL AND MANAGEMENT		
2400-ELECTROSTATIC DISCHARGE (ESD)		
3400-PHASE MAINTENANCE		
4900-EXPLOSIVES HANDLING QUAL		
4000-TAXI TURN UP		
5200-ALSS PROGRAM		
5300-OIL CONSUMPTION		
PERFORM THREE WORK CENTER AUDITS		
WORK CENTER "A"		
WORK CENTER "B"		
WORK CENTER "C"		
READ AND INITIAL ALL MESSAGES DEMONSTRATING AN ABILITY TO DIFFERENTIATE BETWEEN INFO AND ACTION ADDRESSES.		
DEMONSTRATE UNDERSTANDING AND PRECEDENCE, MESSAGE FORMAT AND COMMON ACRONYMS.		
DEMONSTRATE THE DRAFTING OF A MESSAGE FROM SCRATCH.		
DRAFT CAT I/CAT II QDR/TPDR, HMR/EMR, CODR AND EI.		
BRIEF FCF CREWS AND COMPLETE FUNCTIONAL CHECK FLIGHT DECK.		
KNOW LOCATION OF ALL TESTS AND PROPER ADMINISTRATION OF EACH.		
COMPLETE THE FOLLOWING SECTION ON GENERAL QA FUNCTION UNDER THE SUPERVISION OF A QUALIFIED QAR		
14 DAY		
WASH INSPECTION		
POST WASH LUBE		
FUEL SAMPLES		
28 DAY		
OPEN AND CLOSE PANEL INSPECTION		
FUEL CELL INSPECTION		
AFT FUEL CELL FORWARD L/H BULKHEAD INSPECTION		
NOSE WHEEL BEARING; WHEEL INSTALLATION		
56 DAY		
FLOORBOARDS		
FUEL MANAGEMENT PANEL		
ANTI-SKID PANEL		
MASTER LIGHTS BOX		
224 DAY		
COCKPIT AREA INSPECTION/LUBRICATION INSPECTION		

Name_____Rate_____Activity_____

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ITEM	DATE	SIGNATURE
AERO 7B EJECTOR RACK HANGER BOLTS INSPECTION		
SPECIAL 1100 HOUR INSPECTION		
ENGINE INSTALLATION INSPECTION		
ENGINE RIGGING INSPECTION		
FORWARD WATER SEPARATOR INSPECTION		
ENGINE CAVITY INSPECTION		
LH/RH CSD OIL AND FILTER CHANGE		
ENGINE RUN; SAFETY AND LEAKAGE CHECK		
CONDITIONAL INSPECTIONS		
PRECARRIER CLEAN BIRD FOD/MISSING FASTENER INSPECTION		
AIRCRAFT ACCEPTANCE INSPECTION		
AERO 7B EJECTOR RACK INSPECTION		
FOD/MISSING FASTENER INSPECTION		
SPECIAL ASPA AIRCRAFT RESTORATION INSPECTION		
ENGINE ACCEPTANCE INSPECTION (FROM AIMD)		
PHASE INSPECTIONS		
VERIFY PHASE MRC INSPECTION DECK		
PHASE "A"		
EMERGENCY LANDING GEAR OPERATIONAL CHECK		
CLOSE PANEL INSPECTION		
PHASE "B"		
INSTALLATION OF FLAPERON CRANK ASSY BOLTS		
FLAPS INSTALLATION		
FLAPS OPERATIONAL CHECK		
INSPECT STAB SHIFT CABLES		
SLAT OPERATIONAL CHECK		
CLOSE PANEL INSPECTION		
PHASE "C"		
CLOSE PANEL INSPECTION		
PHASE "D"		
HYDRAULIC SAMPLES		
FLAPS INSTALLATION (IF APPLICABLE)		
FLAPS OPERATIONAL CHECK		
SLAT OPERATIONAL CHECK		
INSPECT STAB SHIFT CABLES		
CLOSE PANEL INSPECTION		
PLANE CAPTAIN TRAINING EVALUATION		
DAY LAUNCH		
NIGHT LAUNCH		
DAILY INSPECTION		
TURNAROUND INSPECTION		
FUEL SAMPLING		
FUEL SERVICING		
OIL SERVICING		

Name_____ Rate_____ Activity_____

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ITEM	DATE	SIGNATURE
SECTION III ALL SYSTEM QAR QUALIFICATION ON THE JOB TRAINING		
COMPLETE CROSS RATE TRAINING		
POWER PLANTS		
AIRFRAMES		
AME (NON-AME PERSONNEL - ENVIRONMENTAL ONLY)		
AVIONICS		
ELECTRIC		
ORDNANCE (NON-AO PERSONNEL; TORQUE'S AND SPECIALS ONLY)		

Name_____Rate_____Activity_____