REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
A	Original	JLA	02/05/2004
1	Clarify product document use and control	JLA	06/30/2004
2	Clarify classroom procedures and Lesson Plan definition.	JLA	12/07/2004
3	Clarify classroom use process	JLA	01/10/2005
4	Remove web links from document	RB	5/23/2006

REFERENCE DOCUMENTS	
Document Number	**Document Title**
QMS 200	Regulatory Standards Quality Management System (QMS)

Documents referenced in this procedure are applicable to the extent specified herein.

1. Purpose

This procedure establishes the process for classroom instruction used by AMA-200 in accordance with the AMA-200 Quality System Manual.

2. Scope

This procedure is applicable to all Product Lines providing products governed by the requirements specified within the AMA-200 QMS.

3. Definitions and Acronyms

Classroom Instruction	Any class taught by an AMA-200 Instructor that has an Academy course number.
Off-site Class	Any Academy numbered course that is taught by an AMA-200 instructor at a location other than the Mike Monroney Aeronautical Center
“W” Drive	Master file on the LAN for course material
Lesson Plan	Includes Participants Guide, Slides, Handouts and Pertinent Reference Materials.

4. Flowchart

There is no flowchart required for this document

5. Responsibilities

5.1 The responsible manager shall ensure that a product having a known

nonconformity is not used prior to corrective action, except under concession.

5.2 All AMA-200 employees are authorized and responsible to report nonconformities immediately upon detection.

6. Procedure

6.1 All classes must be taught using the lesson plans as required by the Academy Guidelines or customer furnished or agreed to format on lesson plans.

6.2 The lesson plans shall be reviewed prior to use for completeness and accuracy of information.

6.3 The revision level shall be confirmed by checking the master file on the “W” drive.

6.4 If lesson plans do not include the latest guidance, rule or policy and requires revision, it may be changed as authorized following division policy.

6.5 Lesson plans may also be revised if there is:

6.5.1 A customer request

6.5.2 An indication is course critiques that indicate clarification is required.

6.6 Lesson plan revision should not be done if it is other than course maintenance unless the responsible Branch has coordinated the change with AFS-500 or AIR-500 as appropriate, and a customer request is recorded in accordance with QP-214, and the customer request information form is completed.

6.7 Classrooms shall be arranged and student notices reviewed for accuracy and letters sent if required. Automated classrooms shall not be rearranged unless approved by the Division Office. Non-automated classrooms, if rearranged shall be returned to original configuration immediately after use. No classroom furniture or equipment shall be removed from the assigned room without approval of the Branch Manager.

6.8 Participants Guides shall be shrink wrapped or bound with the latest revision date on the cover.

6.9 All classroom required equipment shall be checked for operation prior to the beginning of each class and appropriate notifications made if repair is required.

6.10 For off-site instruction insure all needed space, (for training and lodging) equipment, and environmental conditions, are available before student notification.

6.11 At the end of each class, student critiques shall be gathered electronically or using the bubble fill procedure. Copies of all critiques shall be distributed following division policy.

6.12 Obsolete documents and handouts shall be destroyed.

6.13 Metrics

Metrics for this procedure are not required.

7. Quality Records

Quality Records for this document are listed in the table below. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.

Verifying Document Type or Number	Title	Retention Time
Lesson Plan	Revision Page	Five Years