

## COURSE OUTLINE

**COURSE:** Structural Repairs on Composites, Wood, Fabric and Metal  
**PROGRAM:** 280.C0 Aircraft Maintenance Technology  
**DISCIPLINE:** 280 Aeronautics  
**WEIGHTING:** Theory: 2 Practical Work: 4 Personal Study: 1

Instructor(s)	Office	☎ extension	✉ email or web site
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### OFFICE HOURS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning					
Afternoon					

Coordinator(s)	Office	☎ extension	✉ email or web site
Dany Charette	B-125	4661	<a href="mailto:dany.charette@cegepmontpetit.ca">dany.charette@cegepmontpetit.ca</a>
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## **CONTEXT OF THIS COURSE IN THE PROGRAM**

This course is offered during the sixth session of the Aircraft Maintenance Program.

By the end of this course, students will have developed:

- Dexterity with tools.
- Research skills in technical manuals
- Knowledge of materials and hardware.
- Ability to repair laminated or sandwich-type composites.
- Ability to carry out repairs using moulds.
- Ability to carry out repairs using wood and fabric.
- Ability to install and remove different types of fasteners.
- Ability to provide a preliminary report of a major repair that complies with the applicable manufacturer's standards.

**Students must keep this course outline for the duration of their studies as it will be useful for the comprehensive assessment at the end of the program.**

**Transport Canada:** This course outline meets the requirements of Training Organisation Certification Manual (MCF) of Transport Canada. The Department applies Transport Canada standard which allows a maximum absence of 5% for the course (theory and laboratory). The department compiles absences of all students enrolled in Aircraft Maintenance (280.C0) and Avionics (280.D0) according to Transport Canada requirements. The application of Transport Canada policies regarding absences is available on the college website and in the student agenda under the heading « Privilèges accordés par Transports Canada ».

## **COMPETENCE OF THE PORTRAIT OF THE GRADUATE**

Maintain aircraft structures.

## **MINISTRY OBJECTIVES OR COMPETENCIES**

**0261** Maintain the metal structures and structural components of an aircraft.

**0262** Maintain aircraft structures and structural components made of composite materials, wood and fabric.

## **TERMINAL OBJECTIVE OF THE COURSE**

At the end of this course, the student will know the nomenclature of a composite structure. He will be able to assess the severity of a damage, make a plan for its repair and finally, with the necessary tools, he will be able to perform the appropriate structural repair.

## **TEACHING AND LEARNING STRATEGIES**

### THEORY

The theoretical part of the Structural Repairs on Composites is organized into various themes :

- Composite materials
- Hardware
- Aircraft constraints and structures
- Repair procedures
- Preliminary report
- Techniques for working with wood and fabric

Exercises and class discussions will be used as a strategy to develop the necessary skills for routine aircraft maintenance. Directed research in technical manuals and multimedia elements will complement learning.

**PRACTICAL WORK**

In the laboratory, the instructor will use hands-on demonstrations to guide students regarding the use of various measuring instruments. The practical assignments will allow students to acquire manual dexterity and the necessary competence for aircraft maintenance technicians. The repair projects carried out during the session are designed to provide students with practical experience using various repair methods on the materials being studied according to aeronautical standards. All of this complies with the health and safety work procedures applicable to the aviation industry.

**COURSE PLAN – THEORETICAL PART**

**0261 Maintain the metal structures and structural components of an aircraft.**

**Block 1: Review of Metal Structural Repairs**

<b>Learning Objective</b>	<b>Content</b>	<b>Personal Study Activities</b>
Review of Metal Structural Repairs course (various complex cases from the Structural Repairs 1 course)	<ul style="list-style-type: none"> <li>• Constraints applied to structural members</li> <li>• Structure of SRM manuals</li> <li>• Applicable regulation requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Consult website for 280-616.</li> <li>• Consult recommended readings</li> <li>• Review personal notes</li> </ul>
Schedule a tubular repair as per AC43.13-1A.	<ul style="list-style-type: none"> <li>• Cutting angle</li> <li>• Typical repairs on internal and external sleeves</li> <li>• Rosette welding</li> </ul>	

**0262 Maintain aircraft structures and structural components made of composite materials, wood and fabric.**

**Block 2 : Materials: technical and technological criteria**

<b>Learning Objective</b>	<b>Content</b>	<b>Personal Study Activities</b>
Distinguish wood and fabric materials used on aircraft.	<ul style="list-style-type: none"> <li>• Varieties of wood</li> <li>• Adhesives</li> <li>• Organic fabric</li> <li>• Synthetic fabric</li> <li>• Coatings</li> <li>• Additives</li> </ul>	<ul style="list-style-type: none"> <li>• Consult website for 280-616.</li> <li>• Consult recommended readings</li> <li>• Review personal notes</li> </ul>
Distinguish composite materials and related materials used on aircraft.	<ul style="list-style-type: none"> <li>• Fibres</li> <li>• Resins</li> <li>• Adhesives</li> <li>• Core materials</li> <li>• Mould releasing agent</li> <li>• Film and fabric bagging</li> <li>• Main types of fasteners used</li> </ul>	
Recognize the aeronautical use of composite materials.	<ul style="list-style-type: none"> <li>• Structural use</li> <li>• Non structural use</li> </ul>	
Recognize manufacturing techniques for composite parts	<ul style="list-style-type: none"> <li>• Laminated</li> <li>• NIDA</li> </ul>	

Learning Objective	Content	Personal Study Activities
Recognize the limitations applied to structural members made of composites	<ul style="list-style-type: none"> <li>• Tension</li> <li>• Compression</li> <li>• Shearing</li> <li>• Bending</li> <li>• Torsion</li> <li>• Flight area</li> </ul>	
Explain repair methods for composite materials.	<ul style="list-style-type: none"> <li>• Fibre-resin mixture</li> <li>• Vacuuming</li> <li>• Polymerisation                             <ul style="list-style-type: none"> <li>- Ambient temperature</li> <li>- Covering</li> </ul> </li> <li>• Heat curing</li> </ul>	<ul style="list-style-type: none"> <li>• Consult website for 280-616.</li> <li>• Consult recommended readings</li> <li>• Review personal notes</li> </ul>
Recognize health and safety risks and hazards.	<ul style="list-style-type: none"> <li>• WHMIS</li> <li>• Standards and guidelines applicable to the material and the technique used</li> </ul>	

**Block 3 : Work on Composites**

Learning Objective	Content	Personal Study Activities
Identify the damage.	<ul style="list-style-type: none"> <li>• Crumpling, cracking, wrinkling, friction, scratch, hollow, notch, break, bulge, buckling, veiling, erosion, delamination, blisters, bulges, nick, void, wear, corrosion, brittleness</li> </ul>	<ul style="list-style-type: none"> <li>• Consult website for 280-616.</li> <li>• Consult recommended readings</li> <li>• Review personal notes</li> </ul>
Identify the cause of the damage.	<ul style="list-style-type: none"> <li>• Possible causes:                             <ul style="list-style-type: none"> <li>- Contamination</li> <li>- Collision</li> <li>- Fatigue</li> <li>- Lightning strike</li> <li>- Heat</li> </ul> </li> </ul>	
Follow the path of constraints in the adjacent structures.	<ul style="list-style-type: none"> <li>• Tension</li> <li>• Compression</li> <li>• Shearing</li> <li>• Bending</li> <li>• Torsion</li> <li>• Bending moment</li> <li>• Shear</li> </ul>	
Locate information relevant to composite, wood and fabric structures in a manual of structural repairs and other publications.	<ul style="list-style-type: none"> <li>• Structure and content of the structural repair manual                             <ul style="list-style-type: none"> <li>- Structure categories</li> <li>- Restricted areas</li> <li>- Aerodynamic zones</li> <li>- Material specifications</li> <li>- Information on damage</li> <li>- Classes of damage</li> <li>- Treatment</li> <li>- Repair</li> <li>- Replacement</li> </ul> </li> </ul>	
Choose the action to take based on the results of the inspection.	<ul style="list-style-type: none"> <li>• Treatment</li> <li>• Typical repair</li> <li>• Specific repair</li> <li>• Temporary repair</li> <li>• Replacement</li> </ul>	

*Course Outline 280-6A6-EM: Structural Repairs on Composites, Wood, Fabric and Metal*

<b>Learning Objective</b>	<b>Content</b>	<b>Personal Study Activities</b>
Choose the repair according to the standards and operation limitations.	<ul style="list-style-type: none"> <li>• Structural repair manual</li> <li>• Airworthiness standards and time constraints related to available time and work area.</li> <li>• Workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Review personal notes</li> </ul>
Submit a preliminary report of structural repairs.	<ul style="list-style-type: none"> <li>• Sketch</li> <li>• Justify choice</li> <li>• Procedures</li> </ul>	

<b>Week</b>	<b>Duration</b>	<b>Theoretical Content</b>	<b>Block</b>
1	2	Introduction to Composites	<b>2</b>
2	2	Characteristics of Composite Materials	<b>2</b>
3	2	Characteristics of Composite Materials	<b>2</b>
4	2	Pre-impregnated, cores	<b>2</b>
5	2	Composite Construction	<b>2</b>
6	2	Health and safety, bagging	<b>2</b>
7	2	Exam 1	
8	2	Curing and assembly	<b>2</b>
9	2	Evaluations of a repairs	<b>1,3</b>
10	2	SRM major repairs	<b>1,3</b>
11	2	Presentation of the assignment, CTA visit	<b>3</b>
12	2	Flight domain constraint, tubular structure	<b>1, 2, 3</b>
13	2	Wood and Fabric Materials	<b>2, 3</b>
14	2	New Trends	<b>1, 2, 3</b>
15	2	Exam 2	

**COURSE PLAN – PRACTICAL PART**

FOR ALL ACTIVITIES IN THE LABORATORIES AND IN THE HANGARS, THE FOLLOWING OBJECTIVES APPLY AND WILL BE PART OF THE EVALUATION CRITERIA

<b>Learning Objective</b>	<b>Content</b>	<b>Personal Study Activities</b>
Clear damaged area.	<ul style="list-style-type: none"> <li>• Procedures for interior removal of the fittings and remove damaged section without attacking the adjacent structure size of the damage according to a regular geometric shape</li> </ul>	Any activity that improves manual dexterity

Learning Objective	Content	Personal Study Activities
Locate information relevant to composite, wood and fabric structures in a manual of structural repairs and other publications.	<ul style="list-style-type: none"> <li>• Structure and content of the structural repair manuals:                             <ul style="list-style-type: none"> <li>- Structure classes</li> <li>- Restricted areas</li> <li>- Aerodynamic zones</li> <li>- Material specifications</li> <li>- Information on damage</li> <li>- Classes of damage</li> <li>- Treatment</li> <li>- Repair</li> <li>- Replacement</li> </ul> </li> </ul>	
Choose the actions to take depending on the nature of the work to be done.	<ul style="list-style-type: none"> <li>• Treatment</li> <li>• Typical repair</li> <li>• Specific repair</li> <li>• Temporary repair</li> <li>• Replacement</li> </ul>	
Organize the actions to take depending on the nature of the work to be done.	<ul style="list-style-type: none"> <li>▪ Structural repair manual</li> <li>▪ Airworthiness standards</li> <li>▪ Available time</li> <li>▪ Organize the work area                             <ul style="list-style-type: none"> <li>- Rigor</li> <li>- Communication</li> <li>- Cleanliness</li> <li>- Health and safety</li> </ul> </li> </ul>	
Choose the tools according to the characteristics of the materials and the repair techniques that were chosen.	<ul style="list-style-type: none"> <li>• Characteristics of                             <ul style="list-style-type: none"> <li>- Fibres</li> <li>- Resins</li> <li>- Adhesives</li> <li>- Core materials</li> <li>- Finishes</li> </ul> </li> <li>• Procedures for using tools and equipment:                             <ul style="list-style-type: none"> <li>- Cutting tools</li> <li>- Sanding tools</li> <li>- Tools for removing from mould</li> <li>- Finishing tools</li> <li>- Cleaning equipment</li> <li>- Assembly tools</li> </ul> </li> </ul>	
Select and use measurement tools to check compliance of an assembly with technical drawings and aviation standards	<ul style="list-style-type: none"> <li>• Ruler</li> <li>• Micrometer</li> <li>• Calliper</li> <li>• Protractor</li> <li>• Compass</li> <li>• Tools for balancing the controls</li> <li>• Structural alignment</li> </ul>	
Prepare various reports.	<ul style="list-style-type: none"> <li>▪ Registration of technical problem</li> <li>▪ Preliminary report</li> <li>▪ Work report</li> </ul>	
Apply health and safety standards related to the work that was done.	<ul style="list-style-type: none"> <li>▪ Compliance with standards and guidelines</li> </ul>	

Learning Objective	Content	Personal Study Activities
Use standards on hazardous materials.	<ul style="list-style-type: none"> <li>▪ Workplace Hazardous Materials Information System (WHMIS)</li> <li>▪ Use of product data sheets and precautions for handling</li> </ul>	
Store tools and equipment	<ul style="list-style-type: none"> <li>▪ Following instructions</li> </ul>	
Clean the work area	<ul style="list-style-type: none"> <li>▪ Following instructions</li> </ul>	
Demonstrate professional skills.	<ul style="list-style-type: none"> <li>• Dexterity</li> <li>• Quality of work</li> <li>• Performance</li> <li>• Communication</li> <li>• Ability to understand and follow through</li> </ul>	
Demonstrate personal skills	<ul style="list-style-type: none"> <li>• Interest at work</li> <li>• Sense of responsibility</li> <li>• Relationship with others</li> </ul>	

**0261 Maintain the metal structures and structural components of an aircraft.**

**Block 1: Metal Work**

Learning Objective	Content	Personal Study Activities
Perform a repair on a pressurized aircraft structure (coating, extruded parts, formed parts, machined parts).	<ul style="list-style-type: none"> <li>• Procedure to repair a pressurized structure</li> <li>• Interpretation of a drawing</li> <li>• Use of tracing, cutting, drilling, riveting, assembling, shaping and finishing tools</li> <li>• Protecting materials</li> <li>• Sealants</li> <li>• Interior layout</li> </ul>	Any activity that improves manual dexterity
Schedule a tubular repair as per AC 43.13-1A.	<ul style="list-style-type: none"> <li>• Cutting angle</li> <li>• Typical repairs of internal and external sleeves</li> <li>• Rosette welds</li> </ul>	

**0262 Maintain aircraft structures and structural components made of composite materials, wood and fabric.**

**Block 2: Knowledge of Materials**

Learning Objective	Content	Personal Study Activities
Distinguish composite materials and related materials used on aircraft.	<ul style="list-style-type: none"> <li>• Fibres</li> <li>• Resins</li> <li>• Adhesives</li> <li>• Core materials</li> <li>• Mould releasing agents</li> <li>• Film and fabric bagging</li> <li>• Main types of fasteners used</li> </ul>	Any activity that improves manual dexterity
Distinguish wood and fabric materials used on aircraft.	<ul style="list-style-type: none"> <li>• Varieties of wood</li> <li>• Adhesives</li> <li>• Organic fabric</li> <li>• Synthetic fabric</li> <li>• Coatings</li> <li>• Additives</li> </ul>	

**Block 3 : Inspection composite**

Learning Objective	Content	Personal Study Activities
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Learning Objective	Content	Personal Study Activities
Identify damage and the causes.	<ul style="list-style-type: none"> <li>• Crumpling, cracking, wrinkling, friction, scratch, hollow, notch, break, bulge, buckling, veiling, erosion, delamination, blisters, bulges, nick, void, wear, corrosion, brittleness</li> </ul>	Any activity that improves manual dexterity
Inspect structures and aircraft components in wood, fabric and composite materials.	<ul style="list-style-type: none"> <li>• Measuring tools</li> <li>• Structural alignment</li> <li>• NDT methods</li> </ul>	
Compare inspection results with the specifications in the structural repair manuals.		

**Block 4 : Wood and Fabric Work**

Learning Objective	Content	Personal Study Activities
Conduct a trial test with a section of fabric covering	<ul style="list-style-type: none"> <li>• Tensile Test</li> <li>• Maule Test</li> </ul>	Any activity that improves manual dexterity
Perform a repair as per AC 43.13-1A.	<ul style="list-style-type: none"> <li>• AC 43.13-1A specifications</li> <li>• Cleaning material</li> <li>• Part size</li> <li>• Part cut</li> <li>• Heat shrinkage</li> <li>• Fungicide coating</li> <li>• Stiffening piece</li> <li>• Aluminum pigmented coating</li> <li>• Colour coating</li> <li>• Work report</li> </ul>	
Perform a repair on a wood composite as per AC 43.13-1A.		

**Block 5: Composite Work**

**5.1 Mould**

Learning Objective	Content	Personal Study Activities
Make a mould from an existing model.	<ul style="list-style-type: none"> <li>• Choose the material</li> <li>• Develop manufacturing steps</li> <li>• Use mould release product</li> <li>• Teat and install the fibres on the model</li> <li>• Polymerize</li> <li>• Install mould supports</li> <li>• Remove the mould from the model</li> </ul>	Any activity that improves manual dexterity



Learning Objective	Content	Personal Study Activities
Make a part using the mould.	<ul style="list-style-type: none"> <li>• Choose the material for the part to be made</li> <li>• Develop the manufacturing steps</li> <li>• Use mould release product</li> <li>• Add finishing coat</li> <li>• Treat and install fibres on the model</li> <li>• Put under vacuum</li> <li>• Polymerize</li> <li>• Unmould the part</li> <li>• Size and finish the part</li> <li>• Check quality of the work</li> <li>• Write work report</li> </ul>	

**Block 5: Composite Work**

**5.2 Minor Repairs**

Learning Objective	Content	Personal Study Activities
Perform treatment to authorized damage	<ul style="list-style-type: none"> <li>• Patching compound</li> <li>• Resin injection</li> <li>• Surface finish</li> <li>• Material protection</li> </ul>	Any activity that improves manual dexterity

**Block 5: Composite Work**

**5.3 Major Repair**

Learning Objective	Content	Personal Study Activities
Perform repairs on a laminated and sandwich-type aircraft component	<ul style="list-style-type: none"> <li>• Follow a procedure</li> <li>• Interpret a drawing</li> <li>• Use tracing, cutting, sanding, assembling and finishing tools.</li> <li>• Prepare mould material</li> <li>• Locate and superimpose reinforcements</li> <li>• Respect the order of the superimposition of the bagging products.</li> <li>• Perform polymerization</li> <li>• Add repair finish</li> <li>• Check work quality</li> <li>• Write work report</li> </ul>	Any activity that improves manual dexterity
Perform a repair on a sandwich-constructed aircraft component.	<ul style="list-style-type: none"> <li>• Follow a procedure</li> <li>• Interpret a drawing</li> <li>• Use tracing, cutting, sanding, assembling and finishing tools.</li> <li>• Prepare mould material</li> <li>• Orient and secure core material.</li> <li>• Orient and superimpose reinforcements</li> <li>• Respect the order of the superimposition of bagging products</li> <li>• Perform polymerisation</li> <li>• Finish repair</li> <li>• Check work quality</li> <li>• Write a work report</li> </ul>	

*Course Outline 280-6A6-EM: Structural Repairs on Composites, Wood, Fabric and Metal*

<b>Learning Objective</b>	<b>Content</b>	<b>Personal Study Activities</b>
Replace a specific fastener to the material.	<ul style="list-style-type: none"> <li>• Follow a procedure</li> <li>• Prepare a composite section to install fasteners.</li> <li>• Install fastener</li> <li>• Check work quality</li> </ul>	

<b>Week</b>	<b>Duration</b>	<b>Practical work content</b>	<b>Block</b>
1	4	Presentation & fiberglass laminated plate	<b>2</b>
2	4	Partial penetration & pyrolysis	<b>2, 3</b>
3	4	Repair with mould & mini wing project	<b>5</b>
4	4	Repair with mould & mini wing project	<b>5</b>
5	4	Repair with mould & mini wing project	<b>5</b>
6	4	Repair with mould & mini wing project	<b>5</b>
7	4	Exam 1	
8	4	Mini-wing project (leading edge mould + trailing edge)	<b>1</b>
9	4	Repair of landing gear door & mini wing project	<b>4,5</b>
10	4	Repair of honeycomb & mini wing project	<b>4,5</b>
11	4	Repair of honeycomb & mini wing project	<b>4,5</b>
12	4	Repair with pre-impregnated & mini wing project	<b>4,5</b>
13	4	Inspection panel installation & fabric covering	<b>4, 5</b>
14	4	Inspection panel installation & fabric covering	<b>4, 5</b>
15	4	Exam 2	

**SYNTHESIS OF SUMMATIVE EVALUATION METHODS - THEORY**

<b>Description of Evaluation Activity</b>	<b>Context</b>	<b>Learning Objective(s)</b>	<b>Évaluation criterias</b>	<b>Due Date</b> (date assignment is due or exam period)	<b>Weighting (%)</b>
Assignment	Individual	Bloc 2	See 3 <sup>rd</sup> week instructions	4 <sup>th</sup>	5
Exam 1	Individual	Bloc 2	See 6 <sup>th</sup> week instructions	6 <sup>th</sup>	10
Work and research	Team	Blocs 1, 2, 3	See 11 <sup>th</sup> week instructions	12 <sup>th</sup>	10

Exam 2	Individual	Blocs 1, 2, 3	See 14 <sup>th</sup> week instructions	15 <sup>th</sup>	15
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**Sub-total: 40%**

**SYNTHESIS OF SUMMATIVE EVALUATION METHODS – PRACTICAL PART**

Description of Evaluation Activity	Context	Learning Objective(s)	Évaluation criterias	Due Date (date assignment is due or exam period)	Weighting (%)
Inspection report	Individual	Block 2	Relevance of observations	4 <sup>th</sup>	8
Exam 1	Individual / team As per evaluation grid	Blocks 2, 3, 4, 5	terminology mixing repair	7 <sup>th</sup>	15
Different projects	Individual / team As per evaluation grid	Blocks 1, 2, 4, 5	quality dof the repair according to the instructed standards	3 <sup>th</sup> to 14 <sup>th</sup>	12
Exam 2	Individual	Blocks 2, 3, 5	❶	15 <sup>th</sup>	25

**Sub-total: 60%**

**TOTAL: 100%**

❶ Relevance of observations, accuracy of dimensions, tolerances, compliance with standards in repair steps, rigorous recording, choice of tools and equipment, proper use of tools, precise calculations, careful removal and laying.

**REQUIRED MATERIAL**

In the laboratory, safety glasses, safety shoes or boots and coveralls are mandatory.

The following text is required for the course Composite Structural Repair (280-616)

**ADVANCED COMPOSITES, Cindy Foreman, Jeppesen, JS312645, Englewood, Colorado, 2002, 200 pages.**

**MEDIAGRAPHY**

Internet site for this course: <http://www.collegeem.qc.ca/ena/preenvol/pmenard/>

ACCEPTABLE METHODS, TECHNIQUES AND PRACTICES; V. 1: AIRCRAFT INSPECTION AND REPAIR, AC 4313-1A, V. 2: AIRCRAFT ALTERATIONS, AC 4313-2A, , Department of Transportation. Federal Aviation Administration. Washington D.C., U.S. Government Printing Office, 1977, 2 volumes.

CARE AND REPAIR OF ADVANCED COMPOSITES, Keith B. Armstrong, SAE International, 2005, 664 pages.

AIRCRAFT STRUCTURAL TECHNICIAN, Dale Hurst, Avotek Publishing, Harrisonburg, Virginia, 2001, 272 pages.

STANDARD AIRCRAFT HANDBOOK, Leavell, Stuart et Stanley BUNGAY., 3d ed., Fallbrook, Calif., Aero, 1980, 159 pages.

UNDERSTANDING AIRCRAFT STRUCTURE, John Cutler, Granada publishing Ltd, Frogmore (England), 1981, 170 pages.

CELLULES ET SYSTÈMES D'AÉRONEFS, Didier Féminier, Modulo Éditeur, Mont-Royal, 1982, 315 pages. Chapitres 1 à 4, page 1 à 69.

ADVANCED COMPOSITE MATERIAL CHAPTER 7 AMT AIRFRAME HANDBOOK VOLUME 1 FAA-H8083-31

[HTTP://WWW.FAA.GOV/REGULATIONS\\_POLICIES/HANDBOOKS\\_MANUALS/AIRCRAFT/AMT\\_AIRFRAME\\_HANDBOOK/MEDIA/AMA\\_CH07.PDF](http://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/amt_airframe_handbook/media/ama_ch07.pdf)

## REQUIREMENTS TO PASS THE COURSE

### (1) Passing Mark

The passing mark for this course is 60% (PIEA, article 5.1m).

### (2) Attendance for Summative Evaluations

Attendance is mandatory for summative evaluations (PIEA, article 5.2.5.1)..

### (3) Submitting Assignments

All assignments must be submitted by the date, time and place designated by the teacher. Any class or homework assignment handed in late will be penalized. The **penalties** associated with delays are set **according to the departmental rules** (PIEA, article 5.2.5.2).

### (4) Presentation of Written Work

Students must follow the standards adopted by the Cégep for written work (« *Normes de présentation matérielle des travaux écrits* »). These can be found in the documentation centre on the Cégep web site [www.cegepmontpetit.ca/normes](http://www.cegepmontpetit.ca/normes), under the heading **Liens éclair**, **Bibliothèques**, « **Méthodologie** » (des centres de documentation du Cégep).

The **departmental penalties** concerning non-compliance with the standards for assignment presentation (PIEA, article 5.3.2) are : <http://guideena.cegepmontpetit.ca/regles-des-departements/>.

## CONDITIONS FOR CLASS PARTICIPATION

### SAFETY RULES IN THE HANGAR

1. No running
2. Take precautions with loose clothing when using rotary tools. (For example: tie, sleeves, long hair must be tied back).
3. Workshop and hand tools may be used only after demonstration.

4. No work in workshops without the supervision of a teacher.
5. Small pieces of metal to drill (manual or column) must be held in place with a clamp
6. All hazardous products (e.g. M.E.K.) must be used in a room with adequate ventilation (painting room).
7. Do not sit on the equipment tables in the workshop.
8. Everyone must follow instructions according to the visual and aural signals in case of fire.

#### **SAFETY RULES FOR WORKSHOP EQUIPMENT**

1. Clean the workshop after each course (tables, workbenches, floor, etc.).
2. Clean workshop tools after each use (drill, sander, grinder, etc.).
3. No aluminum or non-ferrous material on the grinding wheels.
4. Respect material indications on the band saws.
5. Return workshop equipment to the appropriate place after use.
6. Report any defective equipment or tools.
7. Correctly maintain the classification of rivets and bolts.

#### **INSTITUTIONAL POLICIES AND REGULATIONS**

All students enrolled at cégep Édouard-Montpetit must become familiar with and comply with the institutional policies and regulations. In particular, these policies address learning evaluations, maintaining admission status, French language policies, maintaining a violence-free and harassment-free environment, and procedures regarding student complaints. The French titles for the policies are: *Politique institutionnelle d'évaluation des apprentissages, les conditions d'admission et cheminement scolaire, la Politique relative à l'usage, à la qualité et à la valorisation de la langue française, la Politique pour un milieu d'études et de travail exempt de harcèlement et de violence, les procédures et règles concernant le traitement des plaintes étudiantes.*

The full text of these policies and regulations is accessible on the College web site at the following address: <http://ena.cegepmontpetit.ca/l-ecole/reglements-et-politiques>. If there is a disparity between shortened versions of the text and the full text, the full text will be applied and will be considered the official version for legal purposes.

#### **OTHER DEPARTMENTAL REGULATIONS**

Students are encouraged to consult the website for health and safety regulations :

<http://guideena.cegepmontpetit.ca/sante-et-securite/>

Students are encouraged to consult the website for specific regulations related to this course:

<http://guideena.cegepmontpetit.ca/regles-des-departements/>

**NOTE:** This Course Outline is a translation of the *Plan de cours* for 280-616-EM: *Réparation de structures en composite, bois, toile et métal*. If there is a discrepancy, then the original French version will be considered the official version for legal purposes.