



1. Purpose

This SOP defines the training required for Operations personnel. Since Kalitta Charters, LLC. Is an airline, subsequent training for flight and maintenance is maintained under separate conditions.

2. Scope

Pilot training is managed by the Chief Pilot and the Director of Operations and fulfilled by the Director of Training. This training is approved by the FAA and detailed in the Kalitta Charters Pilot Training Manual. Records are kept in hard copy format in a filing cabinet in the Training office, in a filing cabinet in the office of the Assistant to the Chief Pilot, and online with our Learning Management System (LMS), Trakstar Learn.

Maintenance training is managed by the Director of Maintenance. This training is approved by the FAA and detailed in the Kalitta Charters Maintenance Manual. Records are kept in hard copy format in a single file cabinet in the office of the Director of Maintenance and online with our LMS, Trakstar Learn.

Operations training is managed by the Director of Training and Flight Operations Manager. This training is created based on the regulatory governing body of the specific training piece needed (TSA, OSHA, DOT, PHMSA, EPA) Training records are kept either on paper form in the associated Directors' office, electronically within our Flight Following Software, online with our LMS, Trakstar Learn, and online at <https://kalittaportal.com>.

3. Policy

Operational personnel (non-pilot/non-maintenance) training will include, but is not limited to:

- HazMat (Dispatch/Flight Following only)
- TFSSP (Sales and Dispatch/Flight Following)
- Drug and Alcohol (Sales and Dispatch/Flight Following)
- Operational Control (Sales and Dispatch/Flight Following)
- Spill Prevention (Dispatch/Flight Following only)

