

SECTION 4: TRAINING

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SECTION 4: TRAINING**1. INTRODUCTION**

This section describes the required training to be a cabin server aboard Company aircraft. All training will be documented in the employee's administrative file.

2. REQUIRED TRAINING

- A. Cabin Servers will receive aircraft specific training in order to perform the responsibilities listed in **Section 3** of this manual. This training will be conducted in person and can be administered by any current and qualified pilot crewmember assigned to the aircraft. If the cabin server is to fly aboard multiple aircraft types, he or she will need to receive and log training for each aircraft type.
- B. Initial training will be given if the Cabin Server has never received prior training.
- C. Recurrent training will be given if the Cabin Server has received initial training in the previous 5 years.

3. TRAINING FORMS

- A. The Cabin Attendant Training Record (**Form 315**) will be completed in order to document training received that by individual. This form can be found in the next pages of this section.
- B. The diagrams found in the **APPENDIX** to this Manual are to be used to supplement the training required in Item 2 above.

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DREAMLINE AVIATION, LLC
CABIN ATTENDANT TRAINING RECORD
Form 315

Emp. Name: Location Type(s)

Curriculum	Date Completed	Employee Initials	Trainer Initials	Expir. Date	Comments
Location of Galley Supplies					
Flatware and silverware					
Beverages, ice, and glasses					
Condiments, napkins, etc.					
Operation of Jumpseat					
Proper setup and storage					
Use of safety belt					
Operation of Water System					
Initialization and testing					
Water heater usage					
Potable water					
Galley sinks and drains					
Lavatories					
Setup and stowage					
Sink and drain operation					
Flushing					
Lighting System					
Cabin, galley, and ramp light operation					
Light controls					
Appropriate use of lights					
Location of Emergency Equipment					
Oxygen masks					
Life jackets					
Life rafts					
Crash axe					
Emergency Exits					
Fire Extinguishers					
First Aid Equipment					

DREAMLINE AVIATION, LLC
CABIN ATTENDANT TRAINING RECORD

Curriculum	Date Completed	Employee Initials	Trainer Initials	Expir. Date	Comments
Cabin Seats					
Use of seat belts					
How to recline seats					
How to swivel seats					
Extending and retracting foot rest					
In-seat cabin controls					
Window shades					
Reading / table lighting					
Divan operations					
Cabin Communications Equipment					
Wi-Fi login					
Satellite phone					
Cabin and Galley Power					
Location of AC outlets					
Electrical power limitations					
Location of USB ports					
Cabin Entertainment					
Entertainment equipment					
Audio and video capabilities					
Food Preparation and Storage					
Microwave usage					
Oven usage					
Refrigerator usage					
Coffee / Espresso maker usage					
Sterile Cockpit Procedures					

I certify the proficiency and knowledge of the employee: **Instructor Signature:** _____ Date: _____

I have received and understand all the indicated training: **Employee Signature:** _____ Date: _____