

# GUIDELINES FOR ARRIVING TRAINEES AT CUSTOMER TRAINING CENTRE AT CFMAESSA HYDERABAD



LOCATION: Customer Training Centre, CFMAESSA, Plot # 4, GMR Aerospace Park,  
Rajiv Gandhi International Airport, Shamshabad, Hyderabad-500409

Prepared in November 2014

# Welcome

A state-of-the-art training facility, CFMAESSA provides quality engine maintenance training services and facilities for CFMI customers.

CFMAESSA has a staff of instructors and administrative support personnel who deliver training to meet customer needs. Instructors train students representing customers from around the world.

Our mission is to enhance product support by providing world-class engine maintenance training for you, our CFMI customers. We will do all we can to ensure that the time you spend with us is time well spent.

CFMAESSA is established in an area of 3000 Sq. M. with adequate open space, 3 class-rooms and a workshop with dedicated engines for maintenance training.

## **ENVIRONMENTAL HEALTH AND SAFETY POLICY**

Customer Training Centre is committed to protecting employees, students, contractors, visitors, the environment, and property from accidental loss.

In fulfilling this commitment, we will work to provide and maintain a safe and healthful work environment. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees.

All employees will perform their jobs properly in accordance with established procedures and operating philosophy.

We trust that all of you will join us in a personal commitment to loss prevention as a way of life.

# General Guidelines

## Travel to Hyderabad

You can arrive in Hyderabad by air. There is only one commercial airport in Hyderabad viz., Rajiv Gandhi International Airport. It is well connected to major Indian cities and many international foreign airports.

Once in India, Hyderabad can also be reached by train. The main railway stations are (1) Nampally and (2) Secunderabad. These stations are well connected to major Indian cities.

Hyderabad can also be reached by road from major Indian cities. There are buses and Taxis available for the same.

## Weather

Hyderabad is a region classified as semi-arid tropic. March to June are comparatively hot with maximum temperature going upto 40 degrees Celsius. July to October is monsoon season while October to February is mildly cold with minimum temperature around 15° C. The relative humidity can go upto 74% during monsoon season.

## Clothing

Normally one can use summer clothing throughout the year. However, light winter clothing may be required in the morning and at night during October to February.

## Language

The local language is Telugu. Hindi and English are also widely spoken and understood.

## Local Transport

You can use radio taxi and there are number of operators in Hyderabad. They operate in accordance with meter.

You can also use a three wheeled taxi referred to as AUTO. The price for the same has to be negotiated in advance.

*Note: The transport from hotel to Customer Training Centre and back is provided by CFMAESSA. You do not have to pay for the same.*

## Hotel

There are number of hotels available in Hyderabad and can be booked directly by the trainee or the organization. CFMAESSA can help obtain discouted rates at select hotels ranging from ordinary to good hotels.

*The hotel charges have to be borne by the candidate.*

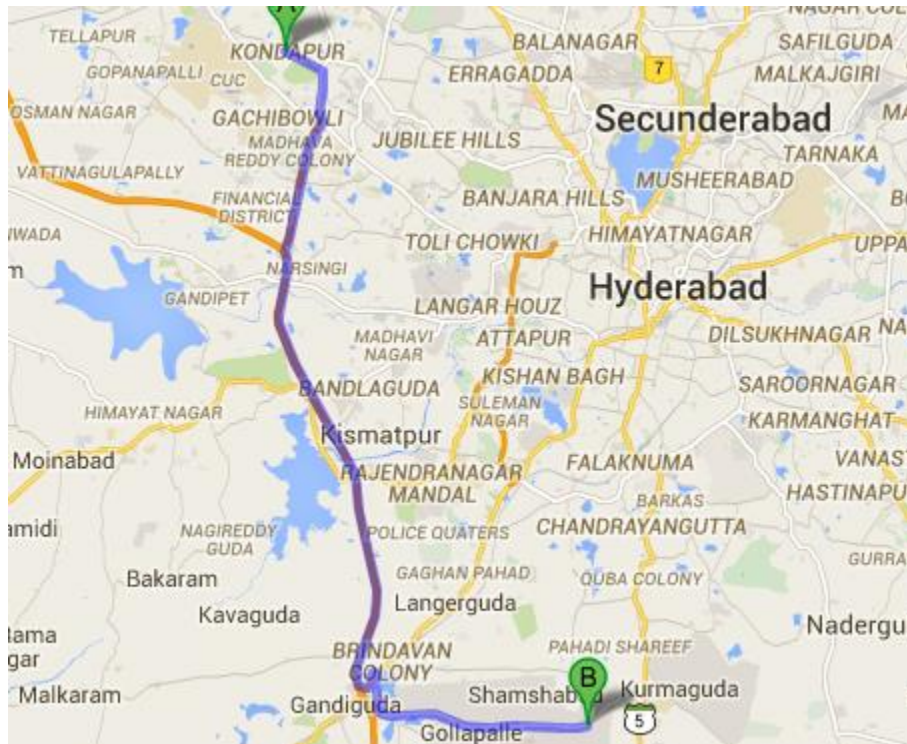
## Food

The food in Hyderabad is generally spicy. If you wish to avoid spicy food, please dine at a good restaurant and specify that you do not like spicy food.

*The food at Customer Training Centre is brought from restaurant and is to be paid for by the trainee.*

## Administrative

Before arrival, please stay in touch with Mr. Karthigeyan RAMASWAMY, Manager to facilitate pick-up and drop from and to the hotel. Please communicate at: karthigeyan.ramaswamy@cfmaessa.com, Tel. No. +91 40 6660 7240.



## AT THE TRAINING FACILITY

**Phones:** Cell/ mobile phones are allowed at the customer training centre. It is expected that they will be kept switched off during classes and during examination.

**Cameras:** For taking any pictures, you need prior permission of the manager.

**Class Times:** Classes are conducted from 0900 hours to 1600 hours with breaks inbetween. Aggregate break time is one hour.

**Attendance:** 90% attendance is mandatory.

**Safety Equipment:** Please bring your own safety shoes, protective glasses and head protection gear. Please observe safety precautions while in the training premises. Any untowards incident must be immediately brought to the attention of the instructor/ manager.

**Passport:** Please bring your ID to the training centre. If you are not an Indian, your ID will be your passport.

**Medical:** First Aid facility is available at the training center. A hospital is available at a distance of 5 KM from the training centre. You will be responsible for your own medical expenses.

**Smoking:** Smoking is not permitted inside the building. Please go out of the building if you wish to smoke.

**Alcohol:** Alcohol consumption is not permitted at the training centre.

**Parking:** Free parking space is available at the facility.

**Training Material:** You may carry the training material disbursed during the training with you. Training centre will not be responsible to ship the same to you.

### **Safety Rules**

The following is a list of general and specific rules that everyone must follow. Remember everyone is expected to know the rules. If you don't know the proper procedures, please ask your instructor.

1. Listen carefully when your instructor provides safety and environmental health information during your orientation and throughout your classes.
2. Read the Environmental Health and Safety policy on page 2 of this booklet.

3. Review the general shop practices listed at the end of this booklet.
4. Ask any safety/ environmental health questions you may have.
5. Be aware of the hazards of the chemicals used in maintenance. At the training centre we avoid the use of chemicals to protect the environment. Only general purpose lubricants are used in small quantity to avoid seizure of threads.
6. Be aware of safety instructions before:
  - performing maintenance of equipment
  - operating equipment or machinery
  - using material or equipment which you have not used before.
7. Comply with posted safety rules in specific areas, whether working in, or passing through, an area.
8. Know the evacuation plan for your work area.
9. Report any unsafe conditions immediately to your instructor.
10. Identify showers and assembly point in case of fire hazard
11. Immediately call for aid with any fire, no matter how small.
  1. Safety glasses shall be worn anytime SACTC employees or visitors are performing shop work. All SACTC employees and visitors inside engine bay where shop work is being performed must be wearing safety glasses.
  2. SACTC employees and visitors not performing shop work do not require safety glasses unless they enter an engine bay/work area where shop work is being performed.
  3. At a minimum, substantial footwear is required by all individuals that enter the shop. Substantial footwear is defined as a shoe that completely encloses the wearer's foot. Thongs, clogs, sandals and similar footwear are not allowed. All employees, contractors and visitors that are performing work must wear safety shoes meeting. Failure to comply with this requirement will result in removal from the shop area.
  4. Do not eat, drink or smoke on the shop floor.
16. Report all injuries and illnesses immediately to your instructor prior to going to First Aid for treatment.
17. Do not remove or make ineffective, guards or safety interlocks except in the course of maintenance. Such guards or interlocks must be in place before any machine or equipment is placed in service.

18. Report any electrical equipment and machinery that is not grounded.
19. DO NOT operate motorized material handling equipment.
20. Upon the event of a hazardous material spill, no matter how small, notify your instructor.

### **ENGINE MAINTENANCE PRACTICES FOR SHOP CLASSES**

1. Follow all environmental health and safety directions and rules.
2. Return tools and fixtures to their designated storage place immediately after use.
3. Do not disfigure the engine.
4. Do not stand on the top hand rails of work stands.
5. Do not leave loose tools on the engine, floor or work stands.
6. Give ample warning before moving suspended loads.
7. Do not use force to remove or install engine parts.
8. Only one person will give hoist operator instructions.
9. Perform maintenance work on the shop floor only when an instructor is present.
10. Last fifteen minutes of the class day:
  - Place hand tools in proper boxes.
  - Return hand tool cabinets to designated storage area.
  - Return fixtures to designated area and align in an orderly manner.
  - Clean area around engine/module.