



Aero Engine Maintenance Training Center



Student Handbook
September 2023

Welcome to AEMTC

Aero Engine Maintenance Training Center (AEMTC) is located on the campus of the Civil Aviation Flight University of China (CAFUC) in Guanghan City, Sichuan Province, China. AEMTC is a partnership between CFM, GE, SAFRAN, CAFUC, CAAC, and CAS. The AEMTC specializes in maintenance training on CFM and GE commercial engines, as well as serving as a CAAC vocational training facility.

The Mission of AEMTC is to provide advanced and high quality training courses, to improve maintenance skills of airline personnel and enhance the understanding of aircraft engine basic theory, and improve the quality of maintenance management level.

AEMTC's main customers are those airlines in China who operate GE or CFM engines. Other customers are those airlines who operate GE or CFM engines but not within China and those engine service providers both in and out of China.

AEMTC's training quality shall meet the requirements of GE or CFM and the certification requirements of the CAAC airworthiness department as specified in the Airworthiness procedures.

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

EHS (Environmental Health & Safety) Policy

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

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

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

Customer Training Services management will comply with the Transportation's loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. 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.

Frequently Asked Questions

Class time: 08:30-16:15

Contact info: E-mail: training@aemtc.com
Telephone: 86-838-5183450
WeChat official account: 航空发动机维修培训中心



Building location: East Campus of Civil Aviation Flight University of China
No.46, Section 4, Nanchang Road, Guanghan City
Sichuan Province, China 618307

For Chinese Customer Students, if you drive to AEMTC, you can GPS “航空发动机维修培训中心” with App Gao-de Map

Attire: Overalls are required

Cell phones: Permitted - cell camera and video usage are prohibited

Personal laptops: Permitted for use within classroom

Transportation from CTU or TFU airports: AEMTC provides chargeable airport pick-up service (For the route, please see WeChat official account)

Hotel accommodation: Hotel expense will be borne by Customer Students
AEMTC provides discounted rates of hotels in Guanghan City, Sichuan Province (See page 9)

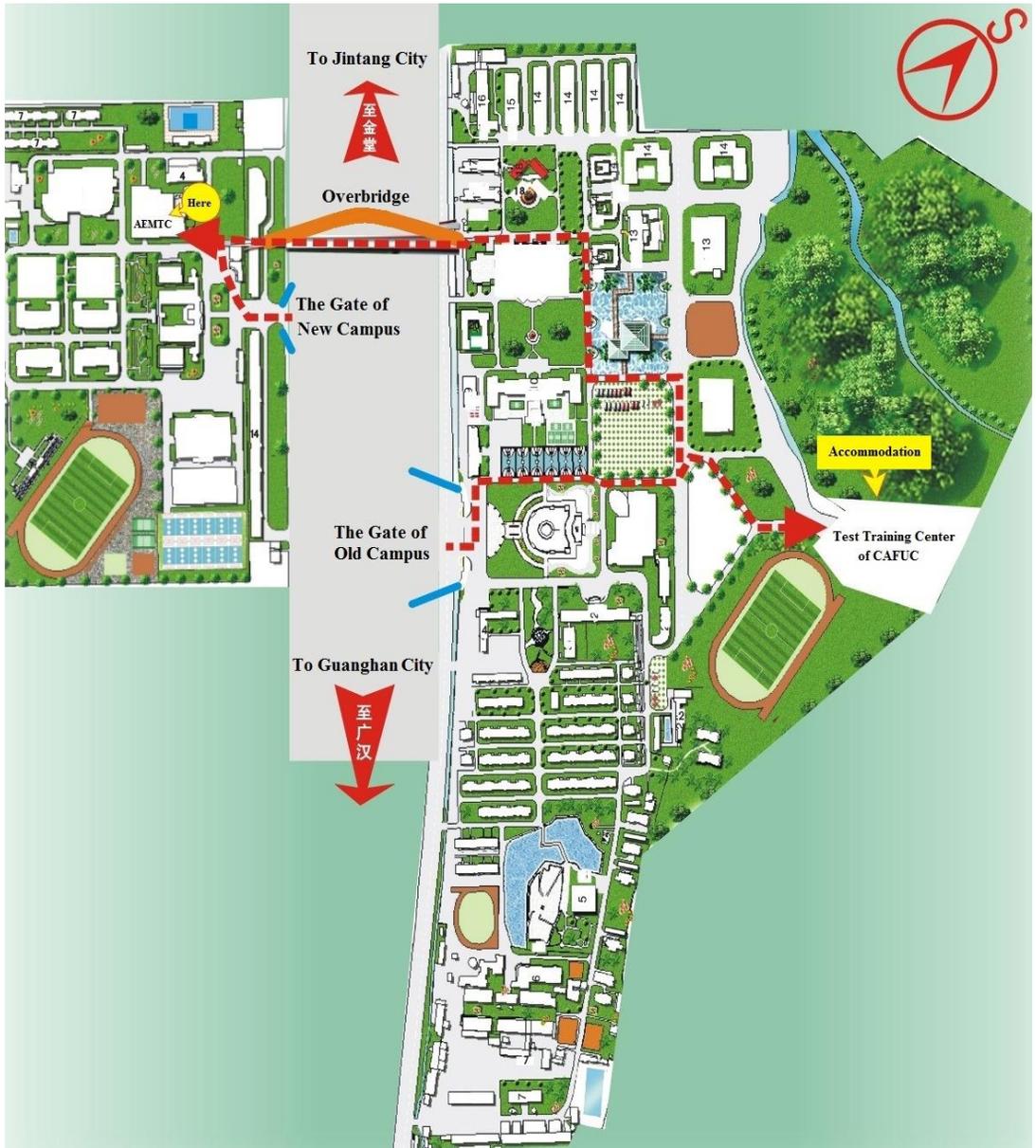
Currency exchange: Complete prior to arrival at AEMTC

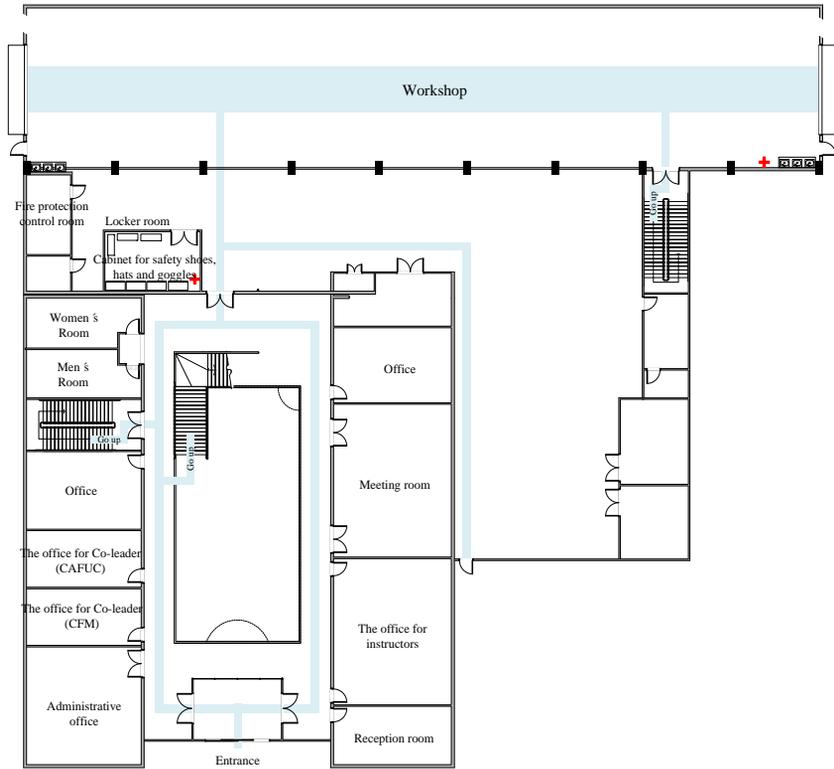
Translator (Only if necessary): Student’s responsibility

Class dates: Verify via phone/e-mail (listed above) or myCFMportal

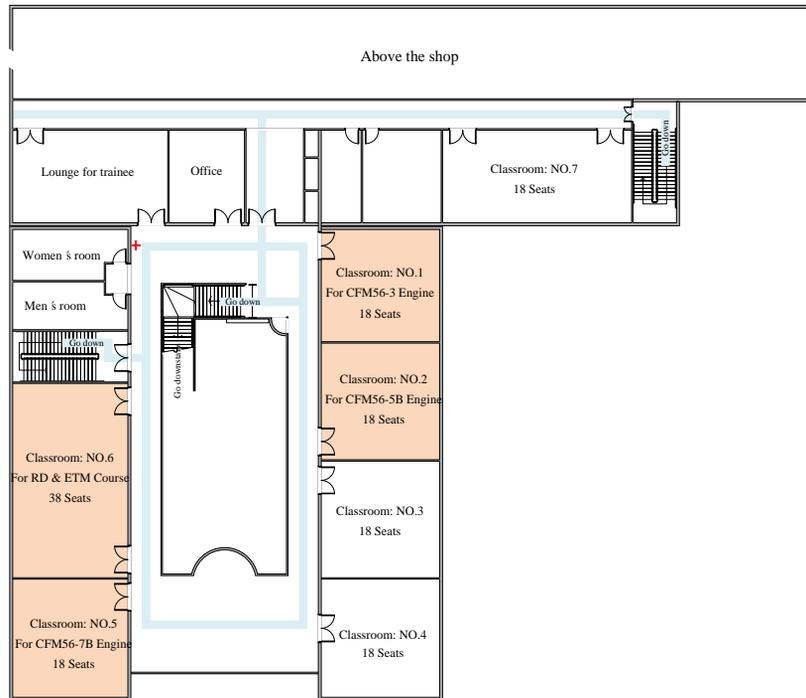
Training requirements: Be certain the class description fulfills student requirements

AEMTC Map





The Ground Floor of AEMTC



The Second Floor of AEMTC

General Information

If you have questions that are not answered here, please do not hesitate to ask any AEMTC staff member.

Attendance policy - Eighty percent (80%) attendance of each class is required. If minimum attendance requirements are not met, a completion certificate will not be issued.

Class times - Classes begin at 8:30 a.m. and finish at 4:15 p.m. The school building opens at 8:15 a.m.

Food services – Vending machines are located on the campus, 5 minutes walking distance. Alcoholic beverages are not allowed on the premises of any AEMTC facility.

Currency exchange - You must exchange currency at the airport or downtown banks **only**. AEMTC cannot exchange currencies. However, there is an ATM located near to AEMTC.

Medical services - Visits to the local hospitals or clinics will be at your expense.

Please inform your instructor if you need medical attention during class or if you are sick and cannot go to class.

Parking - Parking is available at AEMTC if you drive to class.

Passports/Visas - Carry your passport at all times while you are in China if you are a visitor from another country.

Schedule - Your class schedule will be provided to you during orientation

on your first day of class.

Training Material - Be prepared to carry the training material you receive during your classes. AEMTC does not assume the responsibility for shipping material.

Transportation - AEMTC provides round trip operation from the designated hotel to the training center if you are in Guanghan. The departure time as follow: 8:15 a.m. at the hotel entrance; 4:30 p.m. at the training center entrance.

Smoking – You can smoke out of the training center entrance or at the lounge. Smoking, eating or making a racket are forbidden.

Insurance - AEMTC provides insurance for you during the training period. The insurance coverage including: insurance for going to the training center by AEMTC's bus; insurance for having classes or having hands-on practices in AEMTC.



Safety Requirements

Please identify all kinds of warning labels and the position of safety device and emergency exit. When the emergency happens (fire or earthquake), please keep calm, and follow the warning labels and the guide of AEMTC's staff to evacuate from the building. Call the police and administration office of AEMTC.

The trainee must install/removal the parts of engine refer to the manuals and the teacher's guide. Don't install/removal the parts of engine without authorization and damage the engines. Notice the staff immediately when you find abnormalities.

To install/remove the parts of engine without authorization and remove the tools of workshop are forbidden.

During hands-on practices, you must use standard scaffolding, standing on the handrail of scaffolding is forbidden; putting those rolling tools on the engine, the ground and the scaffolding is forbidden; the parts removal from the engine must be put in order, don't put parts and tools out of order; after using those parts, tools and fixtures, put them in assigned position.

Warn the people in the workshop before moving the suspensor object; one person guides the operator when using hoist; don't standing or working under the suspensor object.

To check the tools before and after hands-on practices, clean the practice area.

You can arrange the weekends during the training period by yourself. Take care of your transportation and safety. If there is any accident during the weekends, it is all at your own liability. Please call your instructor or administration office of AEMTC when you cannot return on time after the trip. (TEL: 0086-838-5183450)

During the training, do not absent for your lesson. Eighty percent (80%) attendance of each class is required. If minimum attendance requirements are not met, a completion certificate will not be issued.

If there is any question during the training, please call your instructor or administration office of AEMTC. Welcome to AEMTC. Enjoy your training at AEMTC.



Engine Maintenance Practices

1. Follow EHS directions and rules.
2. Return tools and fixtures to their designated storage place immediately after use.
3. Do not disassemble 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 enough 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 15 minutes of the class day:
 - Place hand tools in proper boxes.
 - Return hand tool cabinets to designated storage area.
 - Return fixtures to the signaled area and align in an orderly manner.
 - Clean area around engine/module.



Lodging Locations

AEMTC will charge some special services provided to students, such as local transportation, based on actual expense and in line with the contract between GE/CFM and the requester. Refer to following table for services price:

Transportation Services	Price (RMB/p.p.)
From Chengdu Shuangliu International Airport (CTU) to Guanghan hotel (roundtrip)	450.00
From Chengdu Tianfu International Airport (TFU) to Guanghan hotel (roundtrip)	750.00
From Chengdu Shuangliu International Airport (CTU) to Guanghan hotel (one-way)	300.00
From Chengdu Tianfu International Airport(TFU) to Guanghan hotel (one-way)	400.00

Note: during training, AEMTC provides a free shuttle bus from designated hotels in Guanghan City to AEMTC.

HOTELS 9/2023

* Transportation can be provided by AEMTC

** Transportation not provided

Hotel	AEMTC Rate (RMB)	Amenities	Address	Contact
* Ramada encore 华美达安可酒店	288.00	Wyndham Rewards Hotel 4 stars	No.55, 2ed Section, Fuzhou Rd., Guanghan	0838-551 3333 or Ms. Luo Xiaoyan at 0086-18728038167) www.ramadaencoreguanghan.com.cn
* LAVANDE Hotel 丽枫酒店	260.00	Wireless Internet, Breakfast,	Guanghan Downtown	http://www.cnwhotel.com 0838-5915555 or Mr. Hu Linming at 0086-13658173508)
* Hanting Hotel 汉庭酒店	140.00	Wireless Internet, Breakfast	Guanghan Downtown	0838-5326666

Note: these rates are subject to change without notice. Please verify rate prior to booking reservations. If needs VAT invoice, please contact with hotel before arrival.