In addition to SAE AS9100 requirements, the Supplier shall establish, implement, and maintain a training and certification program to ensure sufficient program knowledge and personnel skills are developed and sustained. Supplier personnel shall have necessary skills and knowledge to perform their assigned activities.

The program shall include a method or procedure by which training needs are identified, provided, and assessed. Training for the organization and project processes shall be coordinated across the organization. The training program shall include:

a. Review of project requirements to establish and make timely provision for developing resources and skills required by management and technical staff. Review results shall be documented in training plans. The types and levels of training and categories of personnel needing training shall be determined. A training plan addressing implementation schedules, resource requirements, and training needs shall be developed and documented. Training records shall be maintained.

b. Development of training manuals, including presentation materials used in providing training.

c. Training plans that identify the group or organization responsible for fulfilling training needs. Additionally, the Supplier shall develop training standards and procedures defining how software training courses are to be selected, developed, and maintained.

d. Identification of the training subject, which includes specific tools, techniques, methodologies, and computer resources to be used for development, maintenance, and management of the product.