SAMPLE OUTPUT

Personnel training records

Records from one training binder: Statement of Qualification, OJT Record, Training Acknowledgement, Certificate of Training, and an attendance roster.

- Made by True North from the demo data. Example Aviation Services, its certificate, and every person named are fictional.
- 5 pages follow. Five of the records in one technician's binder. Each is issued when an authorized approver signs, and lands in the binder tab it belongs to.
- Watermarked and flattened: this copy is for evaluation, not for use as a record or a form.
- True North is not FAA approved or AS9110 certified. The FAA approves your training program and your registrar certifies your quality system; True North keeps the records and writes the documents they ask for.

See it with your own program

Ask for a private demo at truenorthlms.com/contact.html

Example Aviation Services, Inc.

Record No.
SQ-AS0102-5-260813

Training Program · 14 CFR 145.163

Statement of Qualification

Confirms that the employee completed the training and evaluation for one training item and is qualified to perform that work within the scope shown.

1 Employee

Employee Name	Employee ID	Position / Title	Shop
Bailey Nguyen	EAS-0102	Technician	100

2 Qualification

Training Item	Category	Aircraft Type / Scope
05. Tool Control and FOD Prevention	Initial	All aircraft

Completion Date	Qualification Issued	Next Due	Recurrent Interval
08/13/2026	08/13/2026	08/13/2027	12 months

Written Evaluation	Practical Evaluation	OJT Events	Regulatory Basis
Not required	Not required	1 of 1 complete	AS9110 8.5.1

Training Program Reference	Approval Reference
Repair Station Training Program	

3 Statement

The employee named above completed the training and evaluation the station training program requires for the item listed, demonstrated the knowledge and skill to perform that work within the stated scope, and is qualified to do so until the next due date shown. This statement does not by itself grant inspection or return to service authority; those authorizations are granted separately in accordance with the repair station manual.

4 Approval

Qualified By: Instructor or Evaluator

Signature

/s/ Emerson Lee Electronic signature

Printed Name	Title	Date
Emerson Lee	Inspector	08/13/2026

Acknowledged By: Employee

Signature

/s/ Bailey Nguyen Electronic signature

Printed Name	Employee ID	Date
Bailey Nguyen	EAS-0102	08/13/2026

Approved electronically in the training records system. The approver, the decision, and its time are kept in the audit trail (14 CFR 145.12, AS9110 7.5).

SAMPLE SAMPLE SAMPLE

Demonstration data. Fictional station and people.

Example Aviation Services, Inc.

OJT Record No.
OJT-AS0102-5-260813

Training Program · 14 CFR 145.163

On-the-Job Training Record

Records the supervised on-the-job training events for one training item and the instructor who observed each event.

1 Trainee and Training Item

Trainee Name	Employee ID	Position / Title	Shop
Bailey Nguyen	EAS-0102	Technician	100

Training Item	Aircraft Type / Scope	OJT Events Required	Training Program Reference
05. Tool Control and FOD Prevention	All aircraft	1	Repair Station Training Program

2 OJT Events

Instructor observed · trainee performed

#	Event	Date	Instructor	Instructor Employee ID	Result
01	OJT event 1: supervised performance	08/13/2026	Emerson Lee	EAS-0103	Satisfactory
02					
03					
04					

3 Instructor Certification

I observed the trainee perform the work listed above under supervision, using current technical data, and found the performance satisfactory for each event marked Satisfactory. The trainee may perform this work without direct supervision only after every required event is complete and the qualification is approved.

Instructor

Signature

/s/ Emerson Lee — Electronic signature

Printed Name	Employee ID	Date
Emerson Lee	EAS-0103	08/13/2026

Trainee

Signature

/s/ Bailey Nguyen — Electronic signature

Printed Name	Employee ID	Date
Bailey Nguyen	EAS-0102	08/13/2026

SAMPLE SAMPLE SAMPLE

Station Example Aviation Services, Inc.

Demonstration data. Fictional station and people.

Example Aviation Services, Inc.

Record No.
TA-AS0102-5-260813

Training Program · 14 CFR 145.163

Training Acknowledgement

The employee's acknowledgement that the training listed was received and understood.

1 Employee

Employee Name	Employee ID	Position / Title	Shop
Bailey Nguyen	EAS-0102	Technician	100

2 Training

Training Item	Category	Aircraft Type / Scope
05. Tool Control and FOD Prevention	Initial	All aircraft

Completion Date	Delivered By	Written Evaluation	Practical Evaluation
08/13/2026	Emerson Lee	Not required	Not required

Training Program Reference	Regulatory Basis	Next Due
Repair Station Training Program	AS9110 8.5.1	08/13/2027

3 Acknowledgement

I acknowledge that I received the training listed above and understand its content. I will perform this work in accordance with the repair station manual and current technical data, and I will ask for help or stop work when a task is beyond my training. I understand that a training record must never be falsified (14 CFR 145.12).

Employee

Signature

/s/ Bailey Nguyen — Electronic signature

Printed Name	Employee ID	Date
Bailey Nguyen	EAS-0102	08/13/2026

Training Delivered By

Signature

/s/ Emerson Lee — Electronic signature

Printed Name	Title	Date
Emerson Lee	Inspector	08/13/2026

SAMPLE SAMPLE SAMPLE

Demonstration data. Fictional station and people.

Example Aviation Services, Inc.

Certificate No.
TC-AS0102-17-250919

Training Program · 14 CFR 145.163

Certificate of Training

Issued when an employee completes a training item that carries a certificate under the station training program.

THIS CERTIFIES THAT

Bailey Nguyen

Employee ID EAS-0102

HAS SUCCESSFULLY COMPLETED

Permit Required Confined Space (Fuel Tank Entry)

Aircraft Type / Scope	Completion Date	Certificate Issued	Valid Until
All aircraft	09/19/2025	09/19/2025	09/19/2026

1 Training Details

Category	Regulatory Basis	Written Evaluation	Practical Evaluation
Safety	29 CFR 1910.146	Not required	Satisfactory

Training Program Reference	Shop	Recurrent Interval
Repair Station Training Program	100	12 months

2 Certification

Certified By: Instructor

Signature

/s/ Emerson Lee — Electronic signature

Printed Name	Title	Date
Emerson Lee	Inspector	09/19/2025

Limitations or Remarks

None

Approved electronically in the training records system. The approval and its time are kept in the audit trail.

SAMPLE SAMPLE SAMPLE

Demonstration data. Fictional station and people.

Example Aviation Services, Inc.

Session No.
TS-0003

Training Program · 14 CFR 145.163

Training Attendance Roster

Sign-in record for a training session or a required read-and-acknowledge item delivered to a group.

1 Session

Training Title	Issued By	Date Issued
Weight and Balance	Morgan Hale	09/24/2026

Description	Shop
Item 22 Weight and Balance. 09/24/2026 08:00 to 09:30, 1.5 h, Hangar 1 training room. Instructor Taylor Brooks (EAS-0002). Classroom instruction. Attendance marked by the instructor, Taylor Brooks.	100 Hangar 1

2 Attendance

Each signature confirms the training was received and understood

#	Employee Name	Employee ID	Signature	Date
01	Bailey Nguyen	EAS-0102	/s/ Bailey Nguyen Electronic signature	09/24/2026
02	Alex Carter	EAS-0101		

Generated 09/24/2026 10:00 from the training records system. A blank signature was not signed in the system.

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Demonstration data. Fictional station and people.