



# Aero Engine Maintenance Training Center



Student Handbook  
May 2022



AEMTC

# 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 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 EH&S professionals. Loss prevention is the direct responsibility of all managers and employees.

Customer Training Services management will comply with the 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](mailto: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-di-tu.

**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 or see page 9)

**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

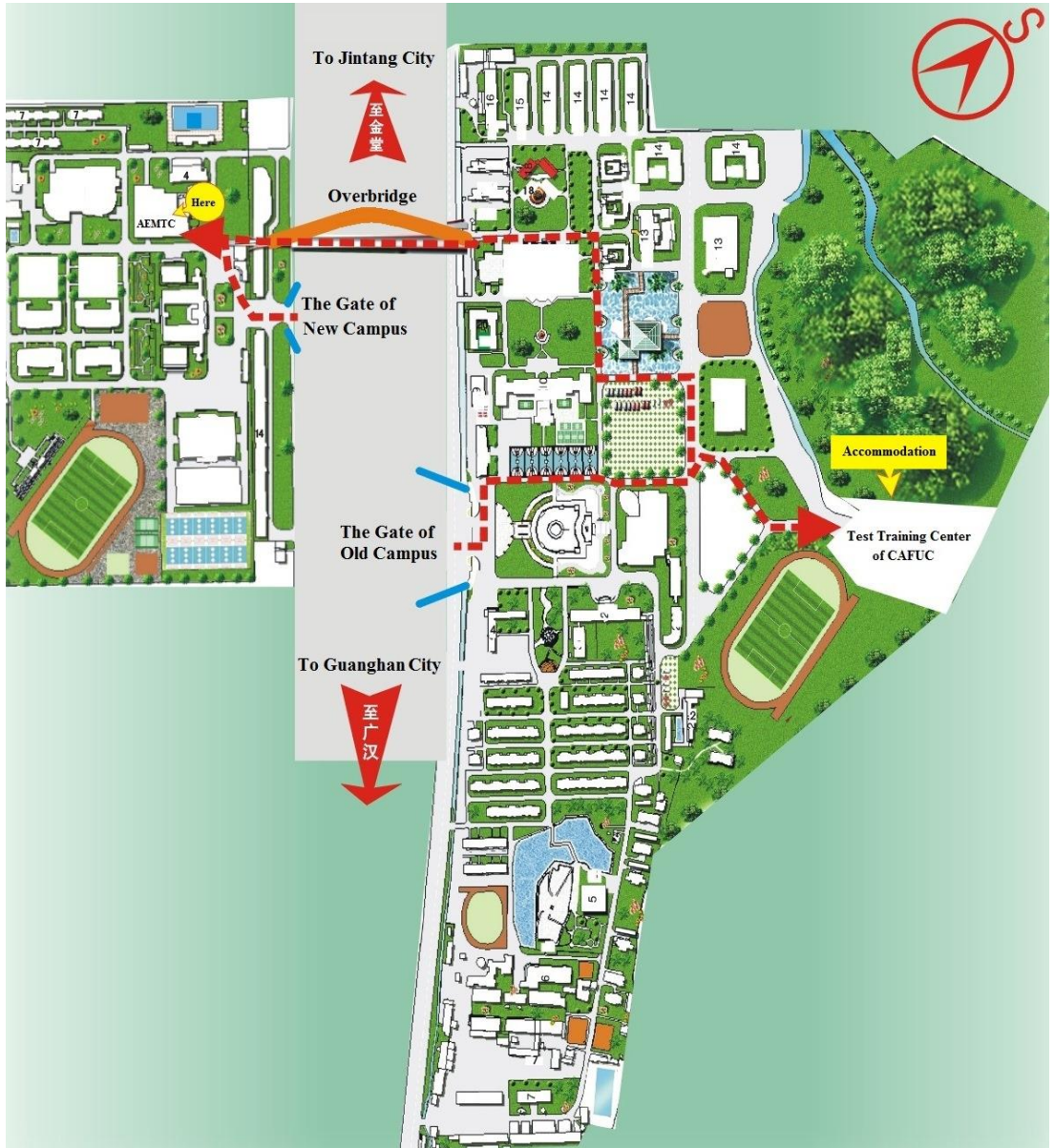
**Translator (Only if necessary):** Student’s responsibility

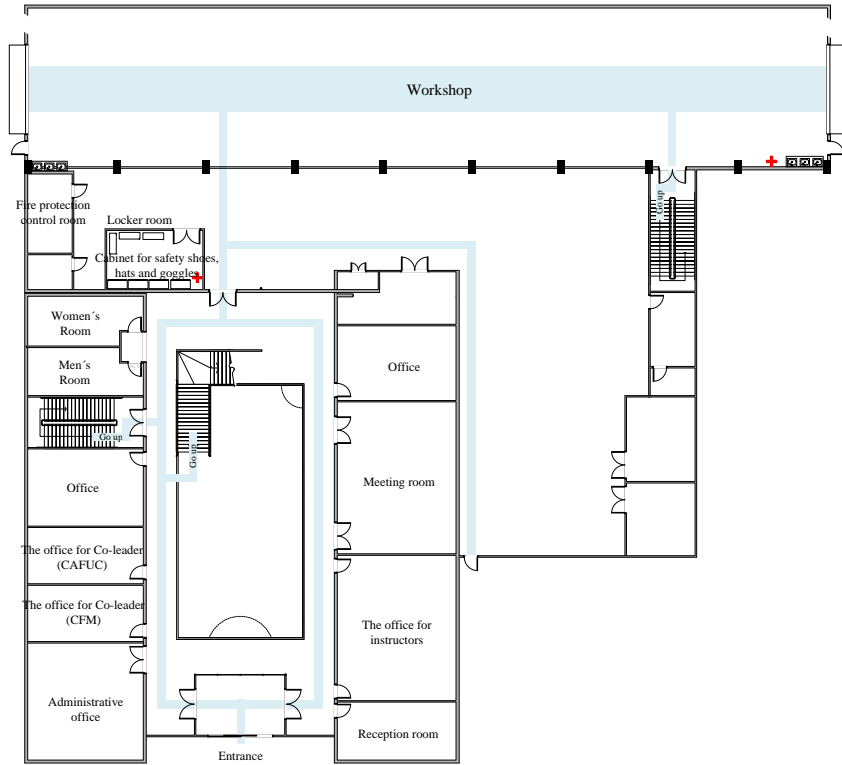
**Class dates:** Verify via phone/e-mail (listed above) or myCFMportal

**Training requirements:** Be certain the class description fulfills student requirements

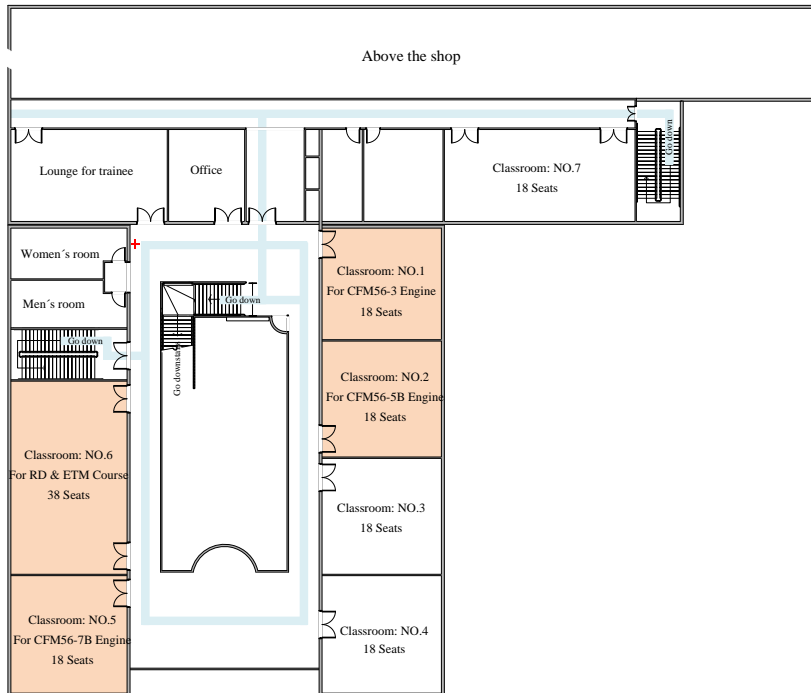
**\*Visa type required** Students outside of China need to apply for the Student’s Visa (X1 visa) to the Chinese Embassy or Consulates in their country.

# 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 8:00 a.m.

**Food services** – 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 ill and cannot make a 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 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 disaster and earthquake), please keep clam, and follow the warning labels and the guide of AEMTC's staff to withdraw from the building. Call the police and executive office of AEMTC.

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

Installing/removal 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 risk. Please call your instructor or executive office of AEMTC when you cannot back on time during the trip. (TEL: 0086-838-5183450)

During the training period, 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 period, please call your instructor or executive office of AEMTC. Welcome to AEMTC. Enjoy your learning at AEMTC.



# Engine Maintenance Practices

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 the signaled area and align in an orderly manner.
  - ✧ Clean area around engine/module.







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# Lodging Locations

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

Services	Price (RMB/p.p.)
Transportation from Chengdu <b>Shuangliu</b> International Airport (CTU) to Guanghan hotel, Guanghan hotel to AEMTC (round trip)	450.00
Transportation from Chengdu <b>Shuangliu</b> International Airport (CTU) to Guanghan hotel (one-way)	300.00
Transportation from Chengdu <b>Tianfu</b> International Airport(TFU) to Guanghan hotel, Guanghan hotel to AEMTC (round trip)	750.00
Transportation from Chengdu <b>Tianfu</b> International Airport(TFU) to Guanghan hotel (one-way)	400.00

## HOTELS 3/2022

\* Transportation provided by AEMTC

\*\* Transportation not provided

RMB

Hotel	AEMTC Rate	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 ) <a href="http://www.ramadaencoreguanghan.com.cn">www.ramadaencoreguanghan.com.cn</a>
* Mingjiang Ruibang Hotel 岷江瑞邦酒店	245.00 – 319.00 (as per different room type)	Wireless Internet, Breakfast, downtown	Guanghan Downtown	<a href="http://www.cnwhotel.com">http://www.cnwhotel.com</a> 0838-5956777
* Hanting Hotel 汉庭酒店	140.00	Wireless Internet, Breakfast	Guanghan Downtown	0838-5326666
** CAFUC Test & Training Center 中飞院考培中心	300.00	Wireless Internet, Breakfast	10 minutes walking distance to AEMTC. On the campus of CAFUC.	+86 838 518 3333

**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.**