



HARTZELL PROPELLER INC.

2022

TRAINING CLASS SCHEDULE

AND RESERVATION FORM

Students are required to read, speak, and understand English. Translators are permitted and are the responsibility of the student. There is no class fee for translators.

Customer training by Hartzell Propeller is conducted in Piqua, Ohio at our state-of-the-art manufacturing facility. Classroom instruction includes theoretical and practical approaches in addition to “hands-on” instruction. Class sizes are maintained at a level that encourages individual participation.

Reservation forms and fees should be submitted as early as possible. Due to the high demand for some of the classes, spaces are filled on a “first come, first served” basis. A “waiting list” is available.

- (1) If multiple persons are registered from a single facility, reservations will be honored, but Hartzell may require your facility to cancel one or more of your proposed attendees in order to assure attendance from as many facilities as possible.
- (2) Reservations must be received no later than 30 days prior to the class start date.
- (3) Training fees will be invoiced upon Hartzell’s receipt of the reservation and must be paid in accordance with the facility’s payment terms with Hartzell. **Registration will not be confirmed until payment is received.**
- (4) All students are subject to security screening, and must provide Hartzell with a scanned copy of valid photo identification no later than 30 days prior to class start date.
- (5) Hartzell must be notified of attendance cancellations at least two weeks in advance of the class. Late notification will result in a 50% cancellation fee.
- (6) Classes may be added or cancelled at the discretion of the training department. At least 30 days notice will generally be given if a class is to be cancelled. If applicable, deposits will be refunded or credited for a future class.
- (7) A class with an insufficient number of registered attendees will be cancelled 30 days before the beginning of the class.

Training will take place at the manufacturing facility located at One Propeller Place, Piqua, OH 45356.

Piqua is approximately 20 miles (32 kilometers) north of the Dayton International Airport. Transportation arrangements can be made with a rental car agency (Budget, Avis, Alamo, Hertz, or Dollar) at the airport. **There is no public transportation available in Piqua.**

- (1) **Class attendees will be met in the main lobby of Hartzell Propeller at approximately 8:50 a.m.**
- (2) **Classes typically end between 4:00 and 5:00 p.m.**
- (3) **Please do not schedule departing flights before 6:00 p.m. on the last day of the class.**
- (4) **Class admittance currently requires full Covid-19 vaccination no later than 14 days before arrival.**

Customer On-Site Training

Customer on-site training may be available on request, and is subject to instructor availability. Travel expenses, per diem, and class fees may apply in these cases. Customer on-site training class fees are \$2,000.00 USD per day, including travel time. Customer is also responsible for shipping costs of all related training tools, equipment, and supplies. All pricing is subject to change without notice. Contact Hartzell Product Support at training@hartzellprop.com to inquire about on-site training.

Recommended Hotels:

Fairfield Inn & Suites

**83 Troy Town Dr, Troy, OH 45373
(937) 332-1446**

- Complimentary hot breakfast
- Complimentary parking
- Deluxe guest room accommodations with full amenities
- On site coin operated laundry facility
- Complimentary WiFi internet access
- Complimentary use of business center
- Fitness room and indoor swimming pool
- Restaurants and shops within walking distance
- Room rate \$109.00 USD per night plus tax
- **Complimentary local shuttle service may be available between hotel and Hartzell with advanced notice (b schedule); no airport service**

Home2 Suites by Hilton

**1805 Towne Park Dr, Troy, OH 45373
(937) 875-9440**

- Complimentary hot breakfast
- Complimentary parking
- Complimentary WiFi internet access
- Complimentary use of business center
- Fitness room and indoor swimming pool
- Restaurants and shops within walking distance
- Digital Key
- Room rate \$214.00 USD per night plus tax

Alternate Hotel:

Comfort Inn

**Miami Valley Centre Mall, 987 E Ash St, Piqua, OH 45356
(937) 778-8100**

- Complimentary breakfast bar
- Complimentary Wired & Wireless Internet
- Indoor pool and whirlpool
- Television/HBO
- Attached to Miami Centre Mall
- No shuttle service

Hotel rates are subject to change.

2022 Training at a Glance

February

**Legacy and ASC II Composite Blade Overhaul, Major Repair and Recertification
February 14 - 18**

March

**Lightweight & Raptor Turbine Propeller Familiarization with Composite Blade Minor
Repair
March 15 - 17**

April

**Compact & Raptor Recip. Propeller Familiarization
April 19 - 21**

May

**Legacy and ASC II Composite Blade Overhaul, Major Repair and Recertification
May 16 - 20**

June

**Steel-Hub Turbine Propeller Familiarization
June 14 - 15**

August

**Lightweight & Raptor Turbine Propeller Familiarization with Composite Blade Minor
Repair
August 16 - 18**

September

**Propeller Governor Familiarization
September 14 - 15**

October

**Legacy and ASC II Composite Blade Overhaul, Major Repair and Recertification
October 3 - 7**

Legacy & ASC II Composite Blade Overhaul, Major Repair, and Recertification

February 14 - 18 Monday - Friday (Half Day)

or

May 16 - 20 Monday - Friday (Half Day)

or

October 3 - 7 Monday - Friday (Half Day)

Class enrollment is limited to 6 persons with a 2 person minimum.

Attendee Prerequisites:

Familiar with aircraft maintenance procedures and practices.
Propeller Repair Station affiliation.

This course provides recertification approval for a facility approved to overhaul Hartzell composite blades including Hartzell ASC II (N-shank) blades or approval for overhaul of ASC II (N-shank) blades for a facility that is not approved.

Topics and Training

Objectives

Inspection Techniques

Understanding Of Required Inspections And Procedures

Composite Blade Repairs

Determination Of Field Repairable Damage Or Factory Only Repairable Damage

Erosion Shield Replacement

Perform Common Major Composite Repairs

Composite Blade Finish & Assembly

View Proper Finish And Assembly Procedures

Repair of ASC II Blades

Repair and Overhaul Procedures for ASC II Blades including Leading Edge replacement.

Class Fee:

The fee for this class is \$4,300.00.

Lightweight & Raptor Turbine Propeller Familiarization and Composite Blade Minor Repair

March 15 - 17 Tuesday - Thursday
or
August 16 - 18 Tuesday - Thursday

Class enrollment is limited to 6 persons with a 2 person minimum.

Attendee Prerequisites: Familiar with aircraft maintenance procedures and practices.
Propeller Repair Station or aircraft operator affiliation.

The first two days of the course provides lecture, hands-on propeller assembly and disassembly. The last two days of the course provides blade minor repairs and field maintenance, including de-ice boot installation and removal.

Topics and Training

Objectives

Days 1 and 2

Propeller Components and Operation	Familiarization With The Individual Propeller Components and Their Specific Operation
Propeller Disassembly	Understanding Required Procedures for Propeller Disassembly
Propeller Assembly and Set-up	Present Required Tooling And Procedures Demonstrate Propeller Assembly and Set-up
Propeller Maintenance & Repair	Present Specific Line Maintenance Procedures And Periodic Inspections Requirements
Service Information	Discuss Service Information Affecting Lightweight Turbine Propellers

Day 3

Composite Blade Inspection	Identify Blade Damage
Allowable Field Repairs	Blade Repair
De-ice Boot	De-ice or Anti-ice Boot Installation De-ice or Anti-ice Boot Removal

Class Fee:

The fee for this class is \$3,800.00.

Steel Turbine Propeller Familiarization

June 14 - 15 (Tuesday - Wednesday)

Class enrollment is limited to 6 persons with a 2 person minimum.

Attendee Prerequisites: Familiar with aircraft maintenance procedures and practices.
Propeller Repair Station affiliation.

The course provides hands-on propeller assembly and disassembly and basic field maintenance.

Topics and Training

Objectives

Propeller Receiving and Initial Inspection	Identification of Propeller Assembly Perform Receiving Inspection and Identify Damage
Propeller Disassembly	Understanding Required Procedures for Propeller Disassembly
Propeller Components and Operation	Understanding Required Procedures for Propeller Disassembly
Special Processes	Understanding Of Required Special Processes Review Of Hartzell Sample Approval Program
Propeller Assembly, Set-up	Present Required Tooling And Procedures Demonstrate Propeller Assembly, Set-up
Service Information	Discuss Service Information Affecting Steel Turbine Propellers

Class Fee:

The fee for the two day class is \$2,700.00 USD.

Compact & Raptor Recip. Propeller Familiarization

April 19 - 21 Tuesday - Thursday

Class enrollment is limited to 6 persons with a 2 person minimum.

Attendee Prerequisites: Familiar with aircraft maintenance procedures and practices.
Propeller Repair Station or aircraft operator affiliation.

The course provides hands-on propeller assembly and disassembly and basic field maintenance

Topics and Training

Objectives

Days 1 and 2

Propeller Components and Operation	Familiarization With The Individual Propeller Components and Their Specific Operation
Propeller Disassembly	Understanding Required Procedures for Propeller Disassembly
Propeller Assembly and Set-up	Present Required Tooling And Procedures Demonstrate Propeller Assembly and Set-up
Propeller Maintenance & Repair	Present Specific Line Maintenance Procedures And Periodic Inspections Requirements
Service Information	Discuss Service Information Affecting Compact and Raptor Recip. Propellers

Day 3

Composite Blade Inspection	Identify Blade Damage
Allowable Field Repairs	Blade Repair
De-ice Boot	De-ice or Anti-ice Boot Installation De-ice or Anti-ice Boot Removal

Class Fee:

The fee for this class is \$2,700.00.

Propeller Governor Familiarization

September 14 - 15 Wednesday - Thursday

Class enrollment is limited to 6 persons with a 2 person minimum.

Attendee Prerequisites: Familiar with aircraft maintenance procedures and practices.
Propeller and/or Governor Repair Station affiliation.

This course provides hands-on governor assembly and disassembly.

Topics and Training

Objectives

Governor Description and Operation	Understanding of Governor Components and Operation
Governor Inspection	Understanding Required Inspections And Procedures
Component Identification	Familiarization with Individual Components and Function
Component Rework and Repair	Determine Component Repairability
Governor Assembly and Test	Demonstrate Governor Assembly, Set up and Test with Governor Test Stand
S-Series Overhaul Criteria	
Service Information	Discuss Service Information Affecting Governors

Class Fee:

The fee for this class is \$2,900.00.



RESERVATION FORM

Return reservation form and applicable fee to:

Hartzell Propeller Inc.
Attn: Product Support Department
One Propeller Place
Piqua, Ohio 45356-2634 U.S.A.
Telephone: (937) 778-4320
Fax: (937) 778-4215
Email: training@hartzellprop.com

Company Name: _____

Attendee Name: _____

Street Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Phone (including Country Code): _____

Fax (including Country Code): _____

Email Address: _____

Class Selection and Payment Information

Class Title: _____

Class Date: _____

Class Fee: \$ _____ Note: Tuition payment is required in full with completed registration form.

Payment Option:

Copy of Check Enclosed* ACH/Wire Transfer* Credit Card (see below) Net 30 Terms**

*Note: Please see the following page for additional instructions on processing payments via ACH, Wire Transfer, or Check.

**Note: Billing will occur immediately following Hartzell acceptance of class registration for customers with existing Net 30 terms.

Credit Card # _____ Expiration Date: _____ Security Code: _____

Type: Visa Master Card Discover American Express

CC Name and Billing Address: _____

This Section for Hartzell Use Only

Class Instructor _____

Invoice/Proforma Invoice # _____

Student Paid-in-Full Date _____

Student Screening Date _____

Coronavirus (COVID-19) Corporate Visitor Vaccination Policy Hartzell Propeller Inc.

Introduction

The purpose of this policy is to minimize transmission of the coronavirus (COVID-19 virus) within Hartzell Propeller Inc. ("Hartzell") by providing protection for those visiting the Hartzell facilities for the purposes of training ("Training Visitors"). Whether those Training Visitors are residing in the U.S. or abroad, such protection will prevent transmission of the coronavirus (COVID-19) to Training Visitors, Hartzell Employees and members of the surrounding community.

Policy

Due to the nature of the Hartzell training programs and in efforts to protect Training Visitors and Instructors, Hartzell requires all Training Visitors to obtain Coronavirus (COVID-19) vaccinations to protect the health and safety of the personnel and community at large from Coronavirus (COVID-19) infection.

Whether they be US or Non-US residents, Training Visitors must certify that they have obtained the necessary inoculations and maintain a copy of that certification, which must be provided at Hartzell's request. This is a mandatory program.

Consequences for Noncompliance

Visitors without documentation of vaccination will be considered noncompliant with Coronavirus (COVID-19) vaccination requirements.

If final round of vaccination has not occurred more than fourteen (14) days prior to the scheduled visit to Hartzell facilities, the anticipated visit must be rescheduled at the cost of the Training Visitor. Anyone who appears for a scheduled visit and has not previously certified their vaccination status will be asked to do so at that time. In the event the Visitor's vaccination status cannot be verified prior to entry into the Hartzell facility, they will be denied access and re-scheduled to return at a later date once vaccination may be certified.

Vaccination Self-Certification

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine or two weeks after receiving a single dose of a one-dose vaccine.

I hereby certify that I have been fully vaccinated against Coronavirus COVID-19 in accordance with international health guidelines.

Signature _____

Printed Name _____

Date _____