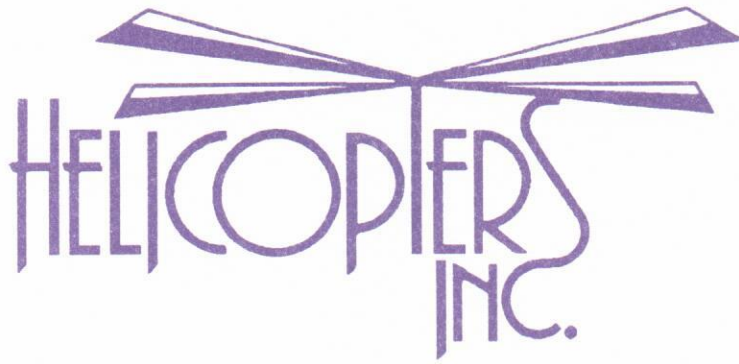




December 23, 2014

Mr. James Silliman
National Transportation Safety Board
1879 N. Neltner Blvd. #223
West Chicago, IL 60185

RE: Recurrent Training Summary (FAA Repair Station DDZR151D)

Dear Mr. Silliman:

Below is a summary of two training sessions that were held at Helicopters Inc. on December 18, 2014 in response to the incident that occurred on December 12, 2014 involving aircraft Cessna T182 S/N T18208757.

These training sessions were conducted by Mr. Jule Boyer, Director of Maintenance, and Mr. Louis Derington Jr., Accountable Manager, as identified under the Company's Repair Station certificate.

The first session involved personalized remedial training with Mr. Stephan Fletcher and Mr. Christopher Caffery. The second session consisted of recurrent training with ALL maintenance personnel working under the Helicopters Inc. Repair Station Certificate.

Session 1 – Individualized Remedial Training for Stephen Fletcher & Christopher Caffery

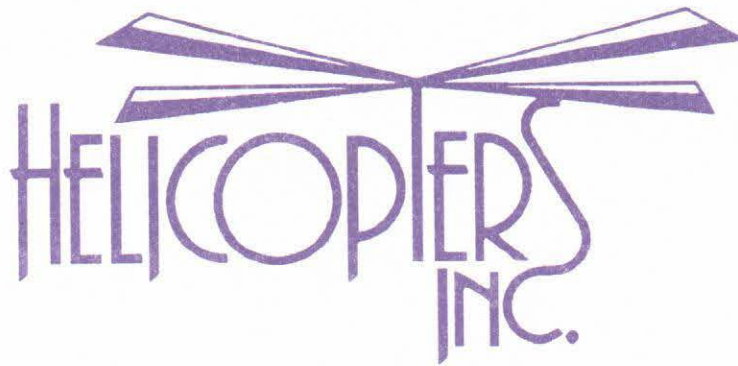
Situation Overview:

We discussed the policies and procedures used during the annual inspection of Cessna T182 S/N T18208757 including the sequence of events leading up to the replacement of the trim tab actuator, the steps used to repair the device, and the inspection's process to verify the work was completed in accordance with the Repair Station manual.

It was later discovered the trim tab actuator control cables were twisted/crossed between the actuator and inboard part of the horizontal stabilizer adjacent to the fuselage tail section.

Determined Cause of the Discrepancy:

It was determined that Stephan Fletcher did not complete the final procedure called out in the maintenance manual to visually inspect the control surface of the trim tab actuator to ensure it was functioning as designed.



While inspecting the work performed by Mr. Fletcher, Christopher Caffery verified that the cables were secure and the work area was cleared for the access panel to be re-installed, however; Mr. Caffery did not cycle the trim tab actuator to confirm proper operation.

Incident Prevention Procedures:

We discussed the importance of following the maintenance procedures outlined in the aircraft service manuals and to double check all work performed. We also discussed the necessity for the inspector to review the procedures used directly with the mechanic who performed the work. Both employees were instructed to manually check all flight controls to ensure the airframe control surfaces operate smoothly and in the appropriate manner throughout their operational limits. Lastly, we discussed the importance of seeking additional assistance from other inspectors, supervisors, or technical representatives when needed.

Session 2 - Recurrent Repair Station Training for All Maintenance Personnel

We reviewed the Repair Station policies and procedures to ensure all steps are understood and correctly followed when performing maintenance on aircraft. Topics covered included:

- Procedures for disconnecting flight control's marking them "Disconnected".
- Procedures for connecting flight controls and checking for proper rigging.
- Procedures for mechanics and inspectors to thoroughly inspect the work performed.
- Discussed suggestions from maintenance personnel about how to improve the Repair Station policies and procedures.
- Reviewed inspection policies and procedures including what to look for before securing the inspection panels.
- Discussed return to service policies and procedures.
- Discussed the importance of seeking additional assistance from other inspectors, supervisors or technical representatives when needed.

I believe the training above has improved the overall understanding of our policies and procedures and reaffirms our commitment to following all of the steps necessary to ensure our aircraft returned to service in a safe and effective manner.

Respectfully submitted,

[Redacted Signature]

Louis Derington Jr.
Accountable Manager
Helicopters Inc.