

# Ascent Aviation Services Corporation (Marana & Tucson Locations)

Revised 04/02/18

## **Reporting Information:**

- When: 7:30 AM Mondays only (unless otherwise approved by client)
- Where: Ascent Aviation Services, Marana, AZ, 24641 Pinal Air Park Road, Human Resources, Building 19, Marana AZ 85653
- Who: Robin Howard, Strom Aviation Field Team Site Manager
- Contractors who are attending orientation for the first two full days (Monday and Tuesday) are paid \$100.00 for each day
  - Directions to Ascent Aviation Services, Marana, AZ:

Exit 232 from I-10 East or West. Drive approx. 3.0 miles to the entrance that states "Pinal Air Park", you will drive through that entrance and will come to a fork in the road and veer to the left and you will arrive at the first stop sign, continue on to the 2nd stop sign where you will take a right and an immediate left into the parking lot for the Human Resources Bldg. 19 (approximately a total of 1.2 miles from the Pinal Air Park entrance). HR is directly across the street from the main yellow hangar. You must not enter the HR building until 7:30 a.m.

- For Safety Reasons, Ascent Aviation Services enforces a firm no jewelry while working policy, jewelry must be removed prior to working
- All contractors are required to wear safety shoes at all times while working. Shoes must be OSHA
  approved with an I75 and C75 rating
- Sheetmetal Mechanics will be required to take a written and practical exam
- Tools MUST BE ETCHED WITH A UNIQUE IDENTIFIER (i.e. Initials and last four digits of the SSN)
- Lunch/Meals: There are vending machines on site. Contractors are responsible for their own meals and are encouraged to bring a lunch and snacks for the orientation days. Due to limited training timeframe lunches will be 30 minutes with breaks in-between as designated by the training department. There is an on-site grill for lunch at Ascent Aviation Services in Marana, AZ.
- Your shift and lead assignment will be given to you at Ascent Aviation Services training
- Please note that if the work slows down at your designated site, contactors could be asked to work at the other location to ensure that they will continue to receive working hours. Ascent Aviation Services facility in Marana, AZ and Ascent Aviation facility in Tucson, AZ

## Directions to Ascent Aviation Services, Tucson, AZ (approx. 40 miles):

Take I-10 East. Stay on I-10 for approx. 32 miles and take exit 267 for Valencia Road, continue on Valencia Rd for approx. 4 miles – stay in the left lane (you will pass Tucson Boulevard, pass the Millionaire building on your left) when you arrive at S. Park Avenue take left and continue following S. Park road to Ascent Aviation Services – which will be located on your left. (S. Park Ave and E. Teton Road are the crossroads).

## Arrival at Ascent Aviation Services:

- Report to Security Gate and advise them you are reporting for work, please have your badge on and visible. The Security guard will call the Director of Maintenance (DOM) to meet you.
- After you are escorted to your lead you will be given a brief tour of the Ascent Tucson facility.



### Each arriving contractor must bring with them the following:

- Drivers License, or State I.D. Card with photo
- Social Security card
- USA Passport (if you have one)
- <u>Original</u> identification (no copies) to fill out the I-9 form on the first day of employment (example of acceptable identification included in this packet)
- A&P License (if applicable)
- Completed Ascent Aviation Services Control Form (tool list)
- OSHA approved safety shoes specifics listed above
- Painters, Composite Technicians, and Structures Technicians should bring a copy of the PFT test with them (if available)

### **Employment verification information**

The client requires past employment history verification with no gaps. All aviation employment will be verified. Each contractor must provide his or her previous work history as required requested. Verifications must be completed within 30 days from the first day of employment. No gaps over one year in the background. You may be requested by Strom to provide your W2's or other such required documentation in order to meet the client's requirements for employment verification. Failure to respond to requests from the Strom Compliance department will end the contract.

### Contact Numbers

- □ Strom Aviation Site Manager cell: 520-461-3284
- □ Strom Aviation Corporate Office, MN (800) 743-8988
- □ Strom Aviation Office, TX (800) 988-1078
- □ Ascent Aviation Services, Tucson, AZ (520)-294-3181
- □ Ascent Aviation Services, Marana, AZ (520)-682-4181
- □ Ascent Aviation Services **Sick Line #:** 520-616-5092
  - When calling out of work please leave your full name, department, badge number, the supervisor/leads name and the reason for your absence. Contractors are required to call the Ascent Aviation Sick Line to ensure the information get to the appropriate Ascent Personnel.

#### **Random Drug Testing/Accident Reports**

- □ If employee is selected for a random drug or alcohol test they must proceed to the given testing facility IMMEDIATELY upon notification. Employee will be provided test facility address and phone number for directions. Upon completion of the drug and/or alcohol test, employee must fax the chain of custody form and/or breath alcohol test results to Melissa at 952-544-3948 and call to confirm receipt at 800-743-8988 BEFORE leaving the testing facility. In the event that you should have any questions regarding the drug and/or alcohol testing request call Melissa immediately as failure to act within one hour could result in termination of your employment with Strom Aviation.
- If employee is involved in a work related on-site accident, always report the accident to an immediate supervisor, seek medical attention and contact Holly at 800-743-8988 immediately. After receiving medical treatment, employee is to complete a company accident report and fax to Holly at 952-544-3948.

#### Drug Test Results must be received prior to start date.

# LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AN	۱D	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa Employment Authorization Document that contains a photograph (Form	-	<ol> <li>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> </ol>	2.	by the Department of State (Forms
5.	<ul> <li>I-766)</li> <li>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</li> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:</li> </ul>	-	<ol> <li>School ID card with a photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner</li> </ol>	3.	certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	<ul> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or</li> </ul>		<ul> <li>Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li>For persons under age 18 who are unable to present a document</li> </ul>		document issued by the
6.	limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		listed above:         10. School record or report card         11. Clinic, doctor, or hospital record         12. Day-care or nursery school record		Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Marana Aerospace Solutions 24641 E Pinal Air Park Road Marana, AZ 85653 520-682-4181

#### Closest hotels, located approx. 22 miles from the facility:

**Comfort Inn & Suites** 8425 North Cracker Barrel Road Marana, AZ 85743 520-579-1099

Days Inn & Suites 8370 North Cracker Barrel Road Marana, AZ 85743 520-744-6677 Holiday Inn Express Suite 8373 Cracker Barrel Road Marana, AZ 85743 520-572-4777

Super 8 8351 North Cracker Barrel Road Marana, AZ 85743 520-572-0300 La Quinta Inn & Suites 6020 Hospitality Road Tucson, AZ 85743 520-572-4235

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**Red Roof Inn** 4940 West Ina Road Tucson, AZ 85743

520-744-8199

4314 West Ina Road

Tucson, AZ 85741 520-572-2300

\*InTown Suites

\*Recommend calling the InTown Suites first.

# PLEASE CONTACT THE HOTELS FOR CURRENT RATES

#### Restaurants located near the hotels (approx 18-20 miles from MRO near the hotels listed above):

Native New Yorker 8225 Courtney Paige Way Tucson, AZ 85743 520-744-7200 Hours vary – casual attire **Cracker Barrel** 8400 N. Cracker Barrel Road Tucson, AZ 85743 520-579-1845 Hours vary – casual attire Chili's Grill & Bar 5975 W. Arizona Pavilions Drive Tucson, AZ 85743 520-572-9065 Hours vary – casual attire

The Arizona Pavilion shops (located across the street from hotels off Cortaro Farms Road) include:

- Starbucks
- Dunkin Donuts
- Subway
- Burger King
- McDonalds
- Panda Express
- Eegee;s (subs)

- In & Out Burger
- Taco Bell
- Walmart
- Kohl's
- Gas stations
- Walgreens

All located in the vicinity of the restaurants listed near the hotels.

#### Restaurants (approx 8 miles to the MRO):

#### **Copper Café**

Located at the Marana Health Care Clinic 13395 N. Marana Main Street Marana, AZ 85653 520-682-4111 Hours Vary – casual attire

### R&R Pizza

13905 N. Sandario Road Marana, AZ 85653 520-682-2022 Hours vary – casual attire

#### **Cattlemans Café at the Marana Stockyards** 14901 W. Kirby Hughes Road Marana, AZ 85653 520-682-4319 Hours vary – casual attire

## Nico's Mexican Food

11855 W. Marana Road Marana, AZ 85653 520-665-0100 Hours vary – casual attire

## **Circle S Grille**

16021 W. El Tiro Road Marana, AZ 85653 520-682-5277 Hours vary – casual attire

# **RV Parks:**

#### Valley of the Sun Mobile Home & RV Park 13377 N. Sandario Road Marana, AZ 520-682-3434

#### A Bar A RV Park and Storage

9015 W. Tangerine Farms Road Marana, AZ 520-682-4332



Policy Title: Foot Protection Policy Number; HR 117 Effective Date: 21 Aug 2012

# Foot Protection – Reminder of Requirements

Ascent Aviation Services work place (e.g. aircraft maintenance, component shops, facility maintenance, stock rooms and tool rooms) hazards involve potential foot injury due to impact, compression (roll over), and penetration. Workers assigned to these areas may not wear regular street shoes (e.g. sandals, athletic shoes). Shoes must meet OSHA Standard 1910.136: ANSI Z41 PT99, ASTM F2413-05 specifications with an I75 and C75 rating for impact and crush resistance. This can be identified on the shoe.

As a reminder, all regular full-time, part-time and temporary employees (contractors) working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole, and where such employee's feet are exposed to electrical hazards, shall wear safety shoes to help prevent foot injuries, ankle injuries, slips and falls.

All supervisory personnel have the responsibility to ensure their associates comply with this policy. Employees who work in these areas are responsible for purchasing and wearing safety shoes to comply with this policy. Failure to comply will result in disciplinary action up to and including termination.

Questions regarding this memo may be referred to Chief Quality Officer at 520.682.4181 x5518

MARANA AEROSPACE SOLUTIONS Approved By: <u>Sr.</u>DQA/QC

Section	2-4-8	Tool	Control	

PERSONAL TOOL INVENTORY	NAME:	EMP #: DEPT#:
ITEM	DESCRIPTION	IDENTIFICATION
1 0 No 1 W 1	DESCRIPTION	IDENTIFICATION
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MARANA AEROSPACE SOLUTIONS	Pg 1 of	TI-1 Rev. 1 05/1

Air Agency Certificate No. ERKR675D

Manual No. 10 Control No. Master

Revision: 12 05/11/2012



# Avionics Line Minimum Tool List

Flush Cutting Diagonals	
Needle Nose Pliers	
U Water Pump Pliers	
#1 Phillips Screw Driver	
#2 Phillips Screw Driver	
Standard Straight Screw Driver	
□ ¼" Drive Socket Set with Suggested ¼", 9/32", 5/16", 11/32", 3/8	", 7/16", ½" & 9/16"
Sockets	
□ ¼" Drive Apex Holder	
□ ¼" Ratchet & Extensions	
□ Open End / Box Wrenches ½", 9/16", 5/8", 11/16", ¾", 13/16"	
6" Crescent Wrench	
Speed Handle (3/8" Drive Suggested)	
□ Flashlight	
□ 6" Scale	
Tool Box with Lock	
Signature: Date:	



# Interiors Mechanic Tool List

- □ 3/8" Drive Speed Handle
- □ 1/4" Drive Socket Set
- $\Box$  Combination Wrench set from 1/4" to 3/4"
- □ 6" and 12" Scale in 100's
- □ Aviation Snips L/H, R/H & Straight Cut
- □ Needle Nose Pliers
- □ Water Pump Pliers or equivalent (Channel-Lock)
- □ Vise Grips 6" and 12" or Assortment of.
- □ Scriber
- □ Ball peen Hammer 16Oz or equivalent
- □ Mallet (Plastic)
- Files
- Putty Knife
- □ Screwdrivers- Phillips and Common (Assorted sizes and tips)
- □ Allen Wrench Set
- □ Diagonal Cutter
- End Cutter
- □ Flashlight
- □ Crescent Wrench or Equivalent
- □ Inspection Mirrors
- $\Box$  Tape Measure (12' or 25 ')
- □ Offset ratcheting screwdriver
- Ratchet Screwdriver- Snap-on, Craftsman or equivalent
- □ Utility knife with extra blades
- □ Tool Box (Rollaway) with lock or bag.
- □ Screw Gun-Pneumatic
- Cordless Drill
- Plumb Bob
- Unibit 7/16
- □ Deep Well Socket set up to 9/16"
- □ Pry Bars or equivalent
- □ Pick Set
- □ Razor Blade Scraper
- □ Ford Wrench
- □ AWL

Signature: Date:



# **Sheet Metal Technician Tool List**

 $\Box$  3/8" Drive Sockets from  $\frac{1}{4}$ " to  $\frac{3}{4}$ "

□ 3/8" Drive Ratchet

□ ¼" Drive Socket Set

□ 3/8" Drive Speed Handle
□ 3/8" Drive Extensions 3" and 6"

<ul> <li>Aviation Snips 1/h, r/h, and Straight cut</li> <li>Cleco Pliers</li> <li>Vise Grips 6" to 12"</li> <li>Scriber</li> <li>Ball peen Hammer 16oz.</li> <li>Mallet (plastic)</li> <li>Dividers</li> <li>Files</li> <li>Rivet Sets 3/32", 1/8", 5/32", 3/16", ¼" and Flush Sets</li> <li>Drill Motor and Chuck Key</li> <li>Rivet Gun 4x or Above</li> <li>Putty Knife</li> <li>Micro Stops for Counter Sinks</li> <li>Rotary Files</li> <li>Screwdrivers- Phillips &amp; Common</li> <li>Allen Wrench Set</li> <li>Diagonal Cutters</li> <li>Flashlight</li> <li>Bucking Bars</li> <li>Crescent Wrench</li> <li>Inspection Mirrors</li> <li>Tape Measure (10')</li> <li>Tool Box with Lock</li> </ul>	<ul> <li>Combination Wrench Set from ¼" to ¾"</li> <li>Combination Square Set</li> <li>6" and 12" Scale in 100's</li> </ul>	
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□ Tape Measure (10') □ Tool Box with Lock		
Tool Box with Lock	•	
	,	
Signature: Date:		
	Signature:	Date:



# **A&P Mechanic Minimum Tool List**

- □ Ratchets ¼", 3/8", ½" Drive
- □ Speed Handle 3/8 Drive
- $\Box$  Extensions for 1/4", 3/8", & 1/2" Drive
- $\Box$  <sup>1</sup>/<sub>4</sub>" to 1" Socket Set (12pt) in <sup>1</sup>/<sub>4</sub> Drive 3/8 Drive, <sup>1</sup>/<sub>2</sub> drive
- □ Combination Wrench Set ¼" to 1" in 1/16 intervals 12pt.
- □ Screwdrivers Phillips and Common
- □ 6" Ruler
- □ Needle Nose Pliers
- □ 90 Degree Needle Nose Pliers
- Diagonal Cutters
- □ Safety Wire Pliers
- □ Water Pump Pliers
- □ Vise Grips
- □ Ball peen Hammer 16oz.
- □ Mallet (plastic)
- □ Files
- D Putty Knife
- □ Allen Wrench Set
- □ Flashlight
- □ Crescent Wrenches
- $\square$  Ford Wrench
- □ Tape Measure (10')
- $\hfill\square$  Chisels and Punches Set
- □ Inspection Mirrors
- □ Jewelers Files Set
- □ Tool Box with Lock

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **Composite Technician Minimum Tool List**

 $\Box$  3/8" Drive Sockets from  $\frac{1}{4}$ " to  $\frac{3}{4}$ "

Signature:	_ Date:
□ Tool Box with Lock	
□ Tape Measure (10')	
Inspection Mirrors Tana Maggura (10')	
Crescent Wrench	
Bucking Bars	
□ Flashlight	
Die Grinder ¼"	
Allen Wrench Set	
□ Screwdrivers – Phillips and Common	
Rotary Files	
Micro Stops for Counter Sinks	
Putty Knife	
□ Rivet Gun	
Drill Motor and Chuck Key	
□ Rivet Sets 3/32", 1/8", 5/32", 3/16" And Flush Sets	
Dividers	
□ Mallet (Plastic)	
Ball peen Hammer 16oz.	
□ Scriber	
□ Vise Grips 6" & 12"	
□ Scissors- 8" min.	
Needle Nose Pliers	
Orbital Sander	
Cleco Pliers	
Aviation Snips L/H, R/H & Straight Cut	
□ 6" and 12" Scale in 100's	
Combination Square Set	
$\Box$ Combination Wrench set from <sup>1</sup> / <sub>4</sub> " to <sup>3</sup> / <sub>4</sub> "	
1/4" Drive Socket Set	
3/8" Drive Extensions 3" to 6"	
3/8" Drive Speed Handle	
□ 3/8" Drive Ratchet	



# **Paint Shop Tool List**

# ALL paint shop employees MUST have the following:

- □ Toolbox capable of storing the following
- □ Spray Gun 1 Quart, 1 Pint T/U gun, Airbrush
- $\Box$  Adjustable wrenches 6" and 9"
- □ Screwdrivers
- □ Pliers
- $\Box$  3/8" drive sockets (12 pieces)
- □ Scissors
- Razor knife
- □ Speed handle
- □ Tape measure
- □ Flash light

# Personal Safety Equipment (Company furnished)

- □ Safety glasses, goggles, face shield
- □ Paint respirator
- □ Gloves
- □ Protective clothing

# **Optional, but suggested**

- □ Rubber boots
- Rain suit
- □ 2 Quart HVLP or conventional
- $\Box$  <sup>1</sup>/<sub>4</sub>" drive sockets
- □ D A sander
- $\hfill\square$  Carry around toolbox

Signature: \_\_\_\_\_ Date: \_\_\_\_\_