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| --- | --- | --- | --- |
| Organization: |  | AOC No.: |  |
| Date: |  | Location: |  |
| Post Holder Training: |  | Telephone No: |  |
| Email: |  |  |  |

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| ***Instructions***   1. Check ***(S)*** *(Satisfactory)*column if you determine the document or individual item conforms to requirements. 2. Check ***U/S*** *(Unsatisfactory)* column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non- conforming item). 3. Insert ***N/C*** *(Not Checked)*if the item was not checked. Reasons should be given in the ***Remarks*** column. 4. Check ***N/A*** *(Not Applicable)**in the* ***Remarks*** column if it is not applicable or you do not have adequate information to make a valid comment. 5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item. 6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004. Attach to this checklist. |
| ***References: CAR-OPS 1 & 3 SUBPART N, SRUBPART 0 / SECTION 2 – SUBPART N & 0*** |

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| **A** | **Inspection Details** | | **S** | **U/S** | **Remarks** |
|  | **Administration & Facilities** | |  |  |  |
|  | Adequate supervisory and administrative support staff available | |  |  |  |
|  | Training schedules coordinated with operational needs | |  |  |  |
|  | Training documents and hand-outs adequate | |  |  |  |
|  | Computers with presentation capability available to training and checking personnel | |  |  |  |
| **B** | **Training and Checking Manual/Programme/Curricula** | | **S** | **U/S** | **Remarks** |
|  | Current revision status (compare to Authority approved copy) | |  |  |  |
|  | Manual / Programme properly updated | |  |  |  |
|  | Pertinent portions of manual provided to instructor, checking, and administration staff | |  |  |  |
|  | If training is contracted to third part, ATO programme approval by CAA available and current | |  |  |  |
|  | Training curriculum/syllabus reflects the type of operation, flight regime and relevant aircraft type and on-board equipment | |  |  |  |
|  | Curriculum(s)/training profiles in use available | |  |  |  |
|  | Lesson plan(s) in use available | |  |  |  |
|  | Curriculum(s) and lesson plan(s) current | |  |  |  |
|  | **(Contd.) Training and Checking Manual/Programme/Curricula** | | **S** | **U/S** | **Remarks** |
|  | Knowledge of subjects and procedures | |  |  |  |
|  | Instruction techniques and delivery | |  |  |  |
|  | Adherence to lesson plan outline, content and training | |  |  |  |
|  | Instructor(s) records up-to-date | |  |  |  |
| **C** | **Flight Training** | | **S** | **U/S** | **Remarks** |
|  | Skills training covers topics in the applicable curriculum including the following areas: | |  |  |  |
|  | Training on use of checklists and SOPs | |  |  |  |
|  | System failures abnormal procedures | |  |  |  |
|  | Emergency procedures | |  |  |  |
|  | Supplementary procedures | |  |  |  |
|  | ACAS training | |  |  |  |
|  | CFIT / Terrain awareness and use of GPWS | |  |  |  |
|  | Aircraft upset recovery procedures UPRT | |  |  |  |
|  | Other special flight procedures as required | |  |  |  |
|  | Aircraft type training and checks to include the following procedures and manoeuvres: | |  |  |  |
|  | Interior and exterior aeroplane pre-flight checks | |  |  |  |
|  | Normal take-off, visual circuit, where possible, and landing; including taxi procedures (taxi handling for PIC only) | |  |  |  |
|  | A full circling approach off an instrument approach to circling minima (where the operator authorises crew to perform circling  manoeuvres) | |  |  |  |
|  | An engine failure procedure after take- off (simulated at safe altitude and airspeed if done in aircraft) | |  |  |  |
|  | A normal missed approach | |  |  |  |
|  | A simulated engine inoperative landing | |  |  |  |
|  | Any other manoeuvre required under the approved operator training programme | |  |  |  |
|  | Training and assessment on crew coordination (CRM) | |  |  |  |
| **D** | **Evaluation and Debriefings** | | **S** | **U/S** | **Remarks** |
|  | Acceptable completion standards/examinations available | |  |  |  |
|  | The students receive a debriefing regarding performance | |  |  |  |
| **E** | **Completion of Records** | | **S** | **U/S** | **Remarks** |
|  | Instructor or checking person made completion entries in student’s record(s) | |  |  |  |
|  | Entries were accurate with respect to the debriefing and the student’s performance | |  |  |  |
| **F** | **Classrooms and Briefing Facilities** | | **S** | **U/S** | **Remarks** |
|  | Facilities adequate for the purpose used | |  |  |  |
|  | Student seating and writing accommodation | |  |  |  |
|  | Student visibility adequate with no visual distractions | |  |  |  |
|  | Training audible with no aural distractions (noise) | |  |  |  |
|  | Reasonable heating/cooling/ventilation/lighting | |  |  |  |
|  | Debrief rooms number and size adequate for the planned debriefs | |  |  |  |
|  | Debrief rooms adequately furnished and equipped | |  |  |  |
| **G** | | **Documents and Handouts**  **[As specified in Training Manual, curriculum, or lesson plan evaluated]** | **S** | **U/S** | **Remarks** |
|  | | Appropriate available route and navigation charts |  |  |  |
|  | | Appropriate portions of Operations Manual available |  |  |  |
|  | | Training source materials and examples |  |  |  |
|  | | Tests and other evaluation tools |  |  |  |
| **H.** | | **Equipment [As specified in Training Manual, curriculum, or lesson plan evaluated]** |  |  |  |
|  | | Whiteboards, markers, and erasers |  |  |  |
|  | | Computer and projection equipment |  |  |  |
|  | | Flight deck pictorial layout / charts / diagrams available |  |  |  |
| **I**. | | **Flight Simulator Training Device (FSTD)** |  |  |  |
|  | | FSTD approval by CAA available and current (this may be checked in separate inspection) |  |  |  |
|  | | FSTD available, serviceable and configured for the session |  |  |  |
|  | | FSTD safety equipment briefing conducted |  |  |  |
|  | | FSTD Instructor / Check-pilot qualified and familiar with Instructor station |  |  |  |

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| **Inspector Findings, Remarks & Observations:** | |
| **Inspector Name:** |  |
| **Signature:** |  |
| **Date:** |  |