##  CS 004 Examiner Competency Audit Checklist

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| **1-Applicants Details**  | **To be completed by the Applicant** |
| Name: |  | Nationality: |  |
| Operator/Organization:  |  | Telephone No: |  |
| Address:  |  | Email: |  |
| P.O. Box:  |  |  City: |  |

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| Initial application is to be accompanied by a curriculum vitae of the nominee’s reflecting his previous positions held, training courses conducted and recent experience. |

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| Type of evaluation on Examiner | [ ]  Initial | [ ]  Annual  | [ ]  Renewal |

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| **2**  | Examiner’s Evaluation: - | [ ]  Initial | [ ]  Recurrent | [ ]  Renewal | [ ]  Upgrade |
| [ ]  Crew Resource Management (CRM) |  |  |  |  |
| [ ]  First Aid (FA) |  |  |  |  |
| [ ]  Aviation Security (AVSEC) |  |  |  |  |
| [ ]  Dangerous Goods (DGR) |  |  |  |  |
| [ ]  Safety Emergency Procedures (SEP) |  |  |  |  |

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| **A.** Class composition | [ ]  Pilots | [ ]  Cabin crew | [ ]  Pilots & Cabin crew |
| 1. Venue
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| **C.** Aircraft Type |  |
| **D**. Number of Trainees |  |
| **E.** Duration of Training  |  |
| **F**. Dates: |  |

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| **Grading Legend** | **Compliance Status** |
| **NA** | Not applicable/ Not Observed |
|  | Fail to meet the requirements / needs to be re-evaluated |
|  | Needs improvement |
|  | Meets the requirements |

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| **3. Competency Element** | **Performance Criteria** | **Grade** |
| 1. Apply assessment methodology
 |  | Explain the rules and evaluation process to the trainees. |  |
|  | Inform the trainee the criteria against which his performance will be assessed. |  |
|  | Ensure trainee is prepared to begin the assessment. |  |
| 1. Monitor trainee’s performance
 |  | Observe behaviours and comments. |  |
|  | Allow trainee to self-correct, if applicable. |  |
|  | Identify individual differences in learning rates. |  |
| 1. Conduct objective assessments
 |  | Compare trainee’s performance outcomes to defined objectives. |  |
|  | Apply performance standards fairly and consistent in accordance with performance criteria. |  |
|  | Ensure a level of knowledge and skill that achieves an appropriate level of safety. |  |
|  | Observe and encourage self-assessment of performance against performance standards. |  |
|  | Confidently make a decision on outcome of the task. |  |
|  | Ensure assessment techniques are sufficient, reliable and valid. |  |
| **Remarks**:  |

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| **Competency Element** | **Performance Criteria** | **Grade** |
| 1. Provide clear and brief feedback
 |  | Ensure trainee understands the assessment. |  |
|  | Apply appropriate corrective actions. |  |
|  | Use facilitation techniques if applicable. |  |
|  | Provide positive support/feedback. |  |
|  | Provide and confirm plan for re-training. |  |
| 1. Document training and performance reports
 |  | Submit applicable and adequate training documentation (e.g. evaluation forms). |  |
|  | Report clearly and accurately on trainee’s performance measured against performance criteria. |  |
|  | Follow up corrective action plan, if applicable. |  |
|  | Report recognized training opportunities within the training system for process improvement. |  |
|  | Respect confidentiality. |  |
| **Remarks**:  |

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| **Trainee / Examiner Name** | **Signature:** | **Date:** |
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| **CAA Inspector’s Name:** | **Signature:**  | **Date:** |
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| 1. **CAA Use Only**
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| Result: - | **Satisfactory** [ ]  | **Unsatisfactory** [ ]  |