## 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 |  | | |
| **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** | | |
| Result: - | **Satisfactory** | **Unsatisfactory** |