



Simulator User Approval Evaluation Checklist

Form	OPS INSP-004
Revision	03
Date	01 Sep 2024

Place of the Inspection:		Reference No.	
Inspector Name:			
Simulator Representative Name:			
Contacts:			
Simulator Organisation:			
Date :			
Audit Scope :	OM A, OM C, CAR OPS-1 & CAR FCL		

No.	Description	Date	Comments
P	Preparation		
P.1	Contact the simulator organization representative and schedule date(s) for the audit / inspection. Request copy of the primary procedures' manuals.		
P.2	Review policy and procedure reference publication(s) and associated regulations of the area to be audited.		
P.3	Select and review checklist to include latest CAA requirement.		
P.4	Review Previous Audit findings and verify for satisfactory closure.		

No.	Description	Compliance	Comments
1	Approval		
1.1	Qualification Level		
1.2	Date of last qualification		
1.3	Conditions or restrictions		
1.4	Approved Regulatory Authority		
1.5	Check for posted approval certificates if they are up-to-date?		
1.6	Check if approval covers the FSTD and the ATO (Air Training Organization)		
2.	Safety		
2.1	Escape Path		
2.2	Motion Stop		
2.3	Fire/Smoke		

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No.	Description	Compliance	Comments
2.4	Telephone		
3.	Maintenance		
3.1	Simulator Maintenance Log - IQTG / QTG		
3.2	Defect and Deferred records - MEL / SCIG		
3.3	Maintenance Schedule		
3.4	Maintenance Personnel (Qualification)		
3.5	Simulator Training MEL		
3.6	Modification		
3.7	Quality Assurance Program		
4.	Training and Staff Competency		
4.1	System for staff qualifications		
4.2	Permanent staff or subcontracted?		
4.3	If instructors are subcontracted, what are the selection criteria?		
4.4	System for retention of training records		
5.	Facilities		
5.1	Does the facility have rest area for crew?		
5.2	Check for tidy and clean facility?		
5.3	Check for occupational safety and hazards?		
5.4	Check for number of fire extinguishers? Is it sufficient for the size of facility		
5.5	Is there a fire assembly point?		
6.	Other Check Areas		
6.1	Check on the booking process		
6.2	Do you have reference copy of CAR –FCL?		
	Are your staff TRE's familiar with that document?		
6.3	Do you have a reference copy of guidance for CRM Instructors?		
6.4	Sample TRE authorization to check on CRMI privileges		
	Does the TRE hold such Authority that confers CRMI privileges?		
	If not how is he able to assess CRM - which is an integral part of the proficiency check?		
	Do other Staff Examiners hold such authorization?		



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	Can they produce evidence of this?		
6.	(Contd.) Other Check Areas	Date	Comments
6.5	Is there any major changes/modification carried out on the simulator?		
No.	Description		
C	Closing and Debriefing		
C.1	Conduct a closing meeting with the designated representative to review the audit / inspection results		
C.2	List the findings below in designated area; obtain signature from auditee		
C.3	Prepare Audit Report within specified period as per OPM requirements		
C.4	Issue Audit Findings		


Note: See Appendix A and B

Inspector Name	
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Audit De-Briefing Date: - (dd/mm/yyyy):
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Findings during this audit in draft format:

This is to confirm that a closure meeting was accomplished and I was briefed in general on the above findings	
Auditee Signature	
Auditee Name	

 CAA هيئة الطيران المدني CIVIL AVIATION AUTHORITY	Simulator User Approval Evaluation Checklist	Form	OPS INSP-004
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APPENDIX A - Agenda for Flight Simulator Audit

1. Applicant			
Auditee:		Audit Date:	
Auditor:		Location:	
2. Schedule Event			
Number of day(s):			
Simulator Type:			
3. Evaluation Program (Agenda)			
3.1	Visit to Simulator Building	hr.	mins
3.2	Visit to Maintenance Area	hr.	mins
3.3	QTG inspection (per simulator)	hr.	mins
3.4	Pre-Audit brief (per simulator)	hr.	mins
3.5	Flight Simulator evaluation (Fly Out)	hr.	mins
3.6	Post Audit brief	hr.	mins
4. Audit Team			
1.		3.	
2.		4.	
5. Documentations			
Documentation requirement		YES	NO
i.	Simulator Approval Certificate		
ii.	Preventive maintenance schedule		
iii.	Maintenance Manual		
iv.	Acceptance Test Guide & Master QTG (MQTG)		
v.	Flight log / Snag log		
vi.	Safety Procedure		
vii.	Instructor Manual		
viii.	Type Conversion Syllabus, Aircraft Type		
ix.	Others: Specify: Audit will be from 0800 LT to 1400 LT		

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APPENDIX B - Flight Simulation Training Device (FSTD) Evaluation Report

Ref: -	
Date: -	

Oman CAA Code	
Operator ID (if applicable)	
JAA or EASA STD ID Code Or	
FAA STD ID Code (if applicable)	
Aircraft Type and Variant	
Engine Version(s) Simulated	

Contents

1. FSTD Characteristics
2. Evaluation details
3. Supplementary information
4. Training, testing and checking considerations
5. Classification of items
6. Results
7. Summary
8. Evaluation Team
9. Attachments (if any)

The summaries presented in this evaluation report are those of the evaluation team. The CAA reserves the right to change or alter this report after an internal review.

Findings or observations will be forwarded to the Training Center within a period of 2 weeks.



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1. STD Characteristics					
FSTD Operator Name:	Location & Address:				
FSTD Identification	FSTD Manufacturer				
Entry into Service	FSTD Serial No.				
Visual System Manufacturer & Type	Motion System				
Aircraft Type and Variant	Flight Instrumentation				
Engine Type(S)	Engine Instrumentation				
2. Evaluation Details					
Date of Evaluation			Date of Previous Evaluation		
Type of Evaluation <input type="checkbox"/> Initial <input type="checkbox"/> Recurrent <input type="checkbox"/> Upgrade <input type="checkbox"/> Special					
STD Qualification Level					
EASA FSTD A	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	
	<input type="checkbox"/> AG	<input type="checkbox"/> BG	<input type="checkbox"/> CG	<input type="checkbox"/> DG	<input type="checkbox"/> SC
FAA PART 60	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> SC
Other Technical Criteria Reference Document:					
3. Supplementary Information					
Operators Representative(s) Main STD User					
STD Operator					
Total Simulator Time					
Simulator Seats Available			_Flight crew + __Instructor + __Observer + __Jump seat		
Visual Databases Used					
Specific Airfield					
Other					



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4. Training, Testing and Checking			Yes	No
CAT I	RVR 550m	DH 200 FT		
CAT II	RVR 300m	DH 100 FT		
CAT III	RVR 75m	DH 0 FT		
LVTO	RVR 125m			
Recency				
Zero Flight Time				
IFR – Training/Checking				
Type Rating (licensing Skill Tests)				
Proficiency Checks (Licensing Skill Checks/Operators Proficiency Checks)				
Auto-Coupled Approach				
Auto-Land / Roll Out Guidance				
ACAS I / II				
Windshear Warning System /Predictive Windshear				
Weather Radar				
HUD / HUGS				
UPRT				
FANS				
GPWS / EGPWS				
ETOPS Capability				
GPS				
F1180 Simulator approved items (Flight Engineer)				
5. Guidance				
5.1 Classification of Items				
A. Unacceptable				
An item which fails to comply with the required standard and therefore affects the level of qualification or the qualification itself.				
B. Reservation				
An item where compliance with the required standard is not clearly proven and the issue will be reserved for later decision. Resolution of these items will require either:				
<ul style="list-style-type: none"> • CAA policy ruling; or • Additional substantiation 				

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C. Unserviceability

A device, which is temporarily inoperative or performing below its normal level.

D. Restriction

An item which prevents full usage of the STD according to the training, testing and checking considerations due to unusable devices, systems, or parts thereof.

E. Recommendation for Improvement

An item which meets the required standard but where considerable improvement is strongly recommended.

F. Comments

Self-explanatory

5.2 Period Of Rectification

Following an evaluation, defects should be rectified and notification to the CAA within 30days.

Serious defects affecting flight crew training, testing and checking, could result in an immediate downgrading of the Qualification Level. If unattended greater than 30 days, subsequent downgrading may occur.

Items classified as unacceptable resulting in downgrading are to be treated as a matter of urgency and may be cleared by a visit or an assurance of work carried out subject to a later spot check.

All other items require attention within 30 days of the evaluation unless the inspection team state otherwise. A progress report to be made to PF at the end of the relevant period.

A further updated report at 6 months from the date of evaluation must be submitted to the CAA.

6. Findings

6.1 Subjective

A. Unacceptable

1.

2.

B. Reservation

1.

2.

C. Un-Serviceability

1

2.

D. Restriction

1.

2.



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E. Recommendation for Improvement
1.
2.
F. Comment
1.
2.
6.2 Objective
1.
2.
A. Unacceptable
1.
2.
B. Reservation
1.
2.
C. Un-Serviceability
1.
2.
D. Restriction or Limitations
1.
2.
E. Recommendation for Improvement
1.
2.
F. Comment
1.
2.
7. Summary



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8. Evaluation Team

NAME	POSITION	ORGANISATION

Date:

Name of Inspector:

Signature:

Appointment:

Remarks by Director Flight Safety

Note:

Satisfactory (S): Simulator User Approval Granted or Un-satisfactory (U/S):

Simulator NOT Approved

Limitations imposed:

Date:

Name:

Signature:

cc: Simulator Operator :

User Organisation :

Other Authorities (if Required) :