



Instructions for Use:

1. Check **C** column if you determine the document or individual item conforms to requirements.
2. Check **N/C** 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-complying item).
3. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** 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 sections as necessary. The FOI and other appropriate inspector shall sign on the last column after reviewing the relevant items.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Attach to this checklist.

TRAINING PROGRAMME APPROVAL			
FSS-OPS-FORM 002			
Operator File Reference	Inspector's Name	Date Programme Submitted	Date Evaluation
Name of Operator/Applicant	Title of Training Programme	Contact Person and Phone No.	Aircraft Type (if applicable)

No.	Item	Regulatory Reference	Assessment
	ALL TRAINING COURSES		
1	Persons assigned to provide any flight crew member training or other employee training required under NAMCARS:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	have completed the operator's approved instructor or check pilot training programme;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	have demonstrated to the operator the knowledge and skills required under NAMCARS / NAMCATS;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	have met the qualification requirements as required under the applicable NAMCARS /		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
	NAMCATS.		
2	The training programme specifies if the course is initial or recurrent as required by NAMCARS/NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3	Each training programme contain a course outline with the following details-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Course title		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Course Objective		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(d)	Course target audience		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(e)	A curriculum segments that include the requirements of applicable NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(f)	Examinations and/or completion standards covering the requirements of the applicable NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4	Training programme contains:		
(a)	Detailed training syllabus covering the Requirements of the applicable NAMCARS and NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Examination or test standard samples covering the requirements of the applicable NAMCARS and NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(d)	Specimen records forms		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(e)	Specimen certification documents where applicable		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks:</i>		
	FLIGHT CREW		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5	The training syllabuses for flight crew meet the applicable requirements of the NAMCARs including:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	emergency procedures training including— (i) the location, inspection schedules, testing as applicable and use of all emergency equipment required to be carried, or otherwise carried on board the aeroplane;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(ii) emergency evacuation, and where applicable ditching training; (iii) training in the functions for which each flight crew member is responsible and the coordination of these functions with the		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
	functions of other crew members, particularly in regard to abnormal or emergency procedures;		
(b)	initial (aeroplane type training) including visual, instrument and special flight procedures as applicable, crew co-ordination in all types of emergency situations, normal, abnormal, emergency and supplementary procedures for the type of aeroplane assigned to;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	recurrent training including flight and/or FSTD training and proficiency check;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(d)	upgrade training;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(e)	cruise relief pilot (CRP) training;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(f)	line induction training on initial aeroplane assignment or upgrade;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(g)	differences and familiarisation training where the operator intends to assign a flight crew member to variant types, in accordance with NAMCARS;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(h)	pilot qualification to operate in either pilot seat;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(i)	regaining recency/qualification training when required;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(j)	area, route and airport familiarisation training;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(k)	ACAS or ACAS II training, as applicable, including ACAS II cyclic training, where the aeroplane is required to be operated with an approved, serviceable ACAS;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(l)	RVSM training as applicable;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(m)	line oriented flight training;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(n)	dangerous goods (DG) training if DG are authorised to be carried or DG awareness training if they are not;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(o)	CFIT/GPWS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
(p)	Windshear		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(q)	Aeroplane upset prevention and recovery training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(r)	Other training required under applicable NAMCARS (specify)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6	A written programme acceptable to the Authority that provides for initial, transition, difference, and recurrent training, and upgrade training as appropriate, for flight crew members for each type of aircraft flown by that crew member. The programme should include the following:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Specified number of training hours for each curriculum segment?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Is the number of training hours realistic for the degree of complexity of the individual training modules?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Minimum crew qualifications for specific types of training specified		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(f)	List of approved ground and flight instructors for proposed training programme/s		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(g)	A current list of the following items to meet the training needs for each type and variation of aircraft flown or intended to be flown -		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(i) Approved training materials		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(ii) Approved equipment		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iii) Approved training devices		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iv) Approved simulators		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(v) Other required training aids/items		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		
CABIN CREW			
7	Requirement by operator for cabin crew member to have completed aircraft type training when initially employed by the operator on a specific aircraft type; or when assigned to act as a cabin crew member on another type before undertaking flight operations.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
8	Requirement to complete a differences training course when acting as a cabin crew member in a variant of the current aircraft type; or in an aircraft type with equipment, equipment location or safety procedures which differ from the current aeroplane type or variant.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9	Basic initial ground training covering:		
(a)	duties and responsibilities		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Appropriate rules and regulations		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Appropriate portions of the operations manual to allow the crew member to effectively perform his duties		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(d)	Appropriate emergency training as required under NAMCARS and the operations manual.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(e)	Upon completion of type training, differences training or requalification training, each cabin crew member undertakes familiarisation flights before acting as one of the minimum number of cabin crew as prescribed in NAMCARS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(f)	Recurrent training covering the actions assigned to each cabin crew member in evacuation and other appropriate normal and emergency procedures and drills relevant to the aeroplane type or variant in accordance with the NAMCARS / NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(g)	The recurrent training and checking programme syllabus includes theoretical and practical instruction, as well as individual practice based on items from the initial aeroplane type training programme		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(h)	Refresher training and familiarisation flights for a cabin crew member to regain qualification as required in the NAMCARS / NAMCATS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(i)	Issuance of a competency card by the operator upon completion of initial and recurrent training / checking to the crew concerned, valid for 12 calendar months		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(j)	A training record system acceptable to the authority to show compliance with all required training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		

No.	Item	Regulatory Reference	Assessment
ALL AIRCRAFT CREW			
1	A written training programme developed for all crew members in the emergency procedures appropriate to each aircraft make and model flown by the crew member as per the applicable NAMCARS and NAMCATS including:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Company induction training on an initial basis		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Crew resource management (CRM) training including human factors, crew coordination, risk analysis and error management training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Instruction in emergency procedures, assignments and crew co-ordination		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(d)	Individual instruction in the use of onboard emergency equipment such as-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(i) Fire extinguishers		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(ii) Emergency breathing equipment		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iii) Instruction of contents and use of first aid equipment and universal precautionary kits and its proper use		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iv) Emergency exits and evacuation slides		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(v) The aircraft's oxygen system including the use of portable emergency oxygen bottles		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(vi) Practice by flight crew members in use of emergency equipment designed to protect them in case of cockpit fire or smoke		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(vi) Instruction on contents of medical kits		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(e)	Training instructions in potential emergencies such as rapid decompression, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(f)	Scheduled recurrent training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		
ALL OPERATIONS PERSONNEL			
1	Training syllabuses for all personnel include-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
(a)	Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Does dangerous goods training syllabuses include training in-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(i) Proper packaging?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(i) Proper marking?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iii) Proper labeling?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iv) Proper documentation of dangerous articles and magnetized materials?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(v) A method of providing any required notification of an accident or incident involving dangerous good?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		
	OPERATIONS PERSONNEL OTHER THAN AIRCRAFT CREW (e.g. flight operations officer, handling personnel etc.)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
1	A written training programme for operations personnel other than aircraft crew that pertains to their respective duties in accordance with the applicable requirements of the NAMCARS and NAMCATS dealing with crew member and Flight Operations Officer qualifications as follows:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Initial Training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Recurrent Training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(c)	Upgrade training as required		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		
	PROCEDURES FOR TRAINING AND CHECKING		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
1	Do procedures for training and checking include-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Procedures to be applied in the event that personnel do not achieve or maintain the required standards?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	Procedures to ensure that the simulators of abnormal or emergency situations are not		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Item	Regulatory Reference	Assessment
	conducted during commercial air transport operations?		
	Remarks:		
	DOCUMENT CONTROL		
1	Information on documentation to be stored and storage period including the requirement that all documentation required NCAA or the authority of a foreign country in which the operator operates, be retained for the time period needed to show compliance with appropriate regulations or the operations manual, whichever is longer?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
1	Copies distributed to or, arrangements in place for distribution to:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(a)	Post holder Flight Operations		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(i) Post holder Quality Assurance		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(ii) Post holder Training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(iii) Library		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
(b)	All operating crews assigned to checking and training duties		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

PEL INSPECTOR COMMENTS (IF APPLICABLE):

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PEL INSPECTOR NAME

SIGNATURE, STAMP & DATE:

OPS INSPECTOR COMMENTS:

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TRAINING PROGRAMME APPROVAL

APPROVED

NOT APPROVED

OPS INSPECTOR NAME:

SIGNATURE, DATE AND STAMP: