

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 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 FSS-GEN-FORM 39: Audit Inspection Report Form. Attach to this checklist

TRAINING INSPECTION – SAFETY EQUIPMENT TRAINING
For Part 121 aircraft with cabin crew

FSS-OPS-FORM 030

| Operator File Reference | Inspector Name/s | Date/s of Inspection | |
|----------------------------|--------------------------|----------------------|----------------------|
| | | | |
| Name of Operator/Applicant | Training Programme Title | Location of Facility | Contact Person/Phone |
| | | | |

ADMINISTRATION AND PRODUCTION FACILITIES

| | | |
|----|---|---|
| 1. | Adequate supervisory and administrative support staff available | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 2. | Training schedules coordinated with operational needs | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 3. | Training documents and handouts adequate | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 4. | Computers with presentation capability available to training and checking personnel | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

TRAINING MANUAL/CURRICULUM AND/LESSON PLANS

| | | |
|----|---|---|
| 5. | Training Manual / programme properly updated (compare to Authority approved copy) | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
|----|---|---|

| | | |
|-----|--|---|
| 6. | Pertinent portions of manual provided to instructor, checking, and administration staff | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 7. | If training is contracted to third part, ATO programme approval by NCAA available and current | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 8. | Training curriculum/syllabus reflects the type of operation, flight regime and relevant aircraft type and on-board equipment | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 9. | Curriculum(s)/training profiles in use available and current | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 10. | Lesson plan(s) in use available and current | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 11. | <i>Remarks:</i> | |

TRAINING AIDS AND EQUIPMENT

| | | |
|-----|---|---|
| 12. | Emergency equipment items of the same specifications as those used on board the applicable aircraft available as training aids. | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 13. | Equipment used operate and function in good working order including the following as applicable: | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | a. Whiteboards, markers and erasers | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | b. Aircraft and System pictorial layout representative of system/s | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | c. Computer/s | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | d. Computer projector | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | e. Audio/visual system | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | f. Special equipment – cabin mockup system accurate and operational | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 14. | Safety procedures followed during drills and use of the training equipment | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

INSTRUCTOR(S)

| | | |
|-----|---|---|
| 15. | Instructor(s) have the required qualifications | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 16. | Instructor(s) records up-to-date | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 17. | Instruction techniques and delivery clear, logical and well organised. | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 18. | Adherence to lesson plan outline, content and timings | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 19. | Trainee participation and response to instructor's presentation | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 20. | Instructor makes completion entries in student's record(s) | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 21. | Entries accurate with respect to the debriefing and the student's performance | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

CLASSROOMS, TRAINING AREAS AND BRIEFING ROOMS

| | | |
|-----|--|---|
| 22. | Number and size adequate for training | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 23. | Adequate seating space and writing accommodation | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 24. | Student visibility accommodation unhindered | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 25. | Student hearing accommodation (no noise distraction) | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 26. | Reasonable heating/cooling/ventilation/lighting | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 27. | Number and size adequate for the task | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| 28. | Adequately furnished and equipped | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

SAFETY EQUIPMENT PRACTICAL TRAINING

29. Protective Breathing Equipment (PBE)/Fire-Fighting Drill includes:

| | |
|---|---|
| i) locate source of fire or smoke (actual or simulated fire); | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ii) implement procedures for effective crew coordination and communication, including notification of flight crew members about fire situation; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) don and activate installed PBE or approved PBE simulation device; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iv) manoeuvre in limited space with reduced visibility; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| v) effectively use the aircraft's communication system; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vi) identify class of fire; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vii) select the appropriate extinguisher; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| viii) properly remove extinguisher from securing device; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ix) prepare, operate and discharge extinguisher properly; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| x) utilize correct fire-fighting techniques for type of fire; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

30. Emergency Evacuation Drill:

| | |
|---|---|
| i) recognize and evaluate an emergency; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ii) assume appropriate protective position; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) command passengers to assume protective position; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iv) implement crew coordination procedures; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| v) ensure activation of emergency lights; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vi) assess aircraft conditions; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vii) initiate evacuation (dependent on signal or decision); | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| viii) command passengers to release seatbelts and evacuate; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ix) assess exit and redirect, if necessary; open exit, including deploying slides and commanding helpers to assist; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| x) command passengers to evacuate at exit and run away from aircraft; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| xi) assist special-need passengers, e.g. handicapped, elderly and persons in a state of panic; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| xii) if required by the CAA despite the safety risk, actually exit aircraft or training device using at least one of the installed emergency evacuation slides or device; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| xiii) observe a demonstration of the use of the emergency evacuation slide or device. | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Note: Crew members are required to either observe the aeroplane exits being opened in the emergency mode and the associated exit slide/raft pack being deployed and inflated, or perform the tasks resulting in the accomplishment of these actions.

Remarks:

31. c) Emergency Exit Drill:

| | |
|--|---|
| i) correctly pre-flight each type of emergency exit and evacuation slide or slide raft (if part of cabin crew member's assigned duties; this is required for flight crew members); | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ii) disarm and open each type of door exit in normal mode; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) close each type of door exit in normal mode; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iv) arm each type of door exit in emergency mode; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| v) open each type of door exit in emergency mode or, if no door trainer device is available, | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

| | | |
|--|--|---|
| | observe a demonstration then simulate the door opening in emergency mode; | |
| | vi) use manual slide inflation system to accomplish or ensure slide or slide raft inflation or, if no slide inflation training device is available, observe a demonstration; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | vii) open each type of window exit; and | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | viii) remove escape rope and position for use; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

32. hand-held fire extinguisher drill:

| | | |
|---|---|---|
| | i) pre-flight each type of hand-held fire extinguisher; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | ii) locate source of fire or smoke and identify class of fire; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | iii) select appropriate extinguisher and remove from securing device; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | iv) prepare extinguisher for use; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | v) actually operate and discharge each type of installed hand fire extinguisher; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| <p><i>Note 1. Fighting an actual or a simulated fire is not necessary during this drill.</i> <i>Note 2. The discharge of halon extinguishing agents during fire-fighting drills is not appropriate. Other appropriate agents that are not damaging to the environment should be used during the drills to simulate the discharge of halon.</i></p> | | |
| | vi) utilize correct fire-fighting techniques for type of fire; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | vii) implement procedures for effective crew co-ordination and communication, including notification of flight crew members about the type of fire situation; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

33. emergency oxygen system drill:

| | | |
|--|--|---|
| | i) pre-flight and operation of portable oxygen devices; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | ii) actually operate portable oxygen bottles, including masks and tubing; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | iii) verbally demonstrate operation of chemical oxygen generators or installed oxygen supply system; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| | iv) prepare for use and operate oxygen device properly, including donning and activation; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

| | |
|---|---|
| v) administer oxygen to self, passengers and to those persons with special oxygen needs; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vi) utilize proper procedures for effective crew coordination and communication; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| vii) manually open each type of oxygen mask compartment and deploy oxygen masks, for masks designed for manual retrieval and donning; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| viii) identify compartments with extra oxygen masks; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ix) implement immediate action decompression procedures; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| x) pre-flight and operation of PBE; and xi) activate PBE; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

34. flotation device drill:

| | |
|---|---|
| i) pre-flight flotation device, if appropriate; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ii) don and inflate life vests; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) remove and use flotation seat cushions, as installed; and | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iv) demonstrate swimming techniques using a seat cushion, as installed; | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

35. ditching drill, if applicable

| | |
|---|---|
| i) prepare and launch the life raft | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| ii) board life raft | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) assist passengers in boarding the raft | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iv) detach raft from aeroplane as required | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |
| iii) use equipment on board the raft | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/> |

Remarks:

Conduct Facilities and Records Inspections – Inspector Guidance

Give a management representative short notice of the inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of company staff or resources that may be needed for the inspection.
- Request a discreet and private working area to facilitate the confidential assessment of documents and preparation of reports.

Carry out the inspection, in a way that causes minimum of disruption to the operator, using appropriate checklists.

Follow appropriate checklists and procedures when carrying out specific separate inspections – for example, flight simulators.

Conduct a short exit meeting with the management representative.

Briefly report the findings of the inspection.

Make arrangements for any follow-up action.

Observations of Training-In-Progress

Give the AOC holder notice of your intention to conduct an inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of any company staff or resources that may be needed for the inspection.

Carry out the inspection, in a way that causes a minimum of disruption to the operator, using the appropriate checklist.

Remain positive in classrooms and training areas. During the actual session (unless absolutely necessary) Do not:

- Ask questions of the instructors or students.
- Distract instructors or students in any way.
- Displace existing students from their allocated seats or positions.

Conduct a short exit meeting with the training management:

- a. Briefly explain the findings of the inspection to the supervisor and/or instructor.
- b. Make arrangements for any follow-up action.