



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.

FLIGHT CREW TRAINING INSPECTIONS			
FSS-OPS-FORM 045			
Operator File Reference	Inspector Name/s	Date/s of Inspection	
Name of Operator/Applicant	Contact Person and Phone No.	Training Facility Location	Aircraft types (if applicable)

No.	Requirement	Regulatory Reference	Assessment
	ADMINISTRATION & 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:

No.	Requirement	Regulatory Reference	Assessment
	TRAINING AND CHECKING MANUAL/PROGRAMME/CURRICULA		
5.	Current revision status (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.	Manual / programme properly updated		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
7.	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"/>
8.	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"/>
9.	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"/>
10.	Curriculum(s)/training profiles in use available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
11.	Lesson plan(s) in use available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
12.	Curriculum(s) and lesson plan(s) current		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
Remarks:			
	INSTRUCTOR(S)		
13.	Instructor/s qualified and approved / accepted by Authority as per NAMCARS/NAMCATS requirements		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
14.	Knowledge of subjects and procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
15.	Instruction techniques and delivery		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
16.	Adherence to lesson plan outline, content and training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
17.	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"/>
Remarks:			
	FLIGHT TRAINING		
18.	Skills training covers topics in the applicable curriculum including the following areas:		
	a. Training on use of checklists and SOPs		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>

No.	Requirement	Regulatory Reference	Assessment
	b. System failures abnormal procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	c. Emergency procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	d. Supplementary procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	e. ACAS training		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	f. CFIT / Terrain awareness and use of GPWS		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	g. Aircraft upset recovery procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	a. Other special flight procedures as required		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
19.	Aircraft type training and checks to include the following procedures and manoeuvres:		
	a. interior and exterior aeroplane pre-flight checks		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	b. normal take-off, visual circuit, where possible, and landing; including taxi procedures (taxi handling for PIC only)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	c. a full circling approach off an instrument approach to circling minima (where the operator authorises crew to perform circling manoeuvres)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	d. an engine failure procedure after take-off (simulated at safe altitude and airspeed if done in aircraft)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	e. a normal missed approach		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	f. a simulated engine inoperative landing;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	g. any other manoeuvre required under the approved operator training programme		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
20.	Training and assessment on crew coordination (CRM)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	Remarks:		

No.	Requirement	Regulatory Reference	Assessment
EVALUATION AND DEBRIEFINGS			
21.	Acceptable completion standards/examinations available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
22.	The students receive a debriefing regarding performance		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
COMPLETION OF RECORDS			
23.	Instructor or checking person made 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"/>
24.	Entries were 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 AND BRIEFING FACILITIES			
25.	Facilities adequate for the purpose used		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
26.	Student seating and writing accommodation		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
27.	Student visibility adequate with no visual distractions		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
28.	Training audible with no aural distractions (noise)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
29.	Reasonable heating/cooling/ventilation/lighting		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
30.	Debrief rooms number and size adequate for the planned debriefs		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
31.	Debrief rooms adequately furnished and equipped		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
Remarks:			
DOCUMENTS AND HANDOUTS [As specified in Training Manual, curriculum, or lesson plan evaluated]			
32.	Appropriate route and navigation charts available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
33.	Appropriate portions of Operations Manual available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
34.	Training source materials and examples		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
35.	Tests and other evaluation tools		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>

No.	Requirement	Regulatory Reference	Assessment
	EQUIPMENT [As specified in Training Manual, curriculum, or lesson plan evaluated]		
36.	Whiteboards, markers, and erasers		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
37.	Flight deck pictorial layout / charts / diagrams available		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
38.	Computer and projection equipment		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
	FLIGHT SIMULATOR TRAINING DEVICE (FSTD)		
39.	FSTD approval by NCAA available and current (this may be checked in separate inspection)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
40.	FSTD available, serviceable and configured for the session		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
41.	FSTD safety equipment briefing conducted		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>
42.	FSTD Instructor / Check-pilot qualified and familiar with Instructor station		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> Not Ckd <input type="checkbox"/>

REMARKS AND OBSERVATIONS

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RECOMMENDED APPROVAL:

Approved

Not Approved

Inspector's Name & ASI #: _____

Date: _____

**FSS-OPS-FORM 045 FLIGHT CREW TRAINING INSPECTION
(Facilities or In-Progress)**

Conduct Facilities and Records Inspections

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. Do not:

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

Conduct a short exit meeting with the training management:

- a. Briefly explain the findings of the inspection.
- b. Make arrangements for any follow-up action.