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Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

Dangerous Goods Training Monitor - Report on Instructor

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Training Program		
Title of training program		Approval Number
Category of personnel to whom the training was provided		
Number of person attending	Number of person who obtained a passing grade on the exam	
Training Area		
Airport Name:	Closest City:	Country:
Name of the Facility:		
Address of the Facility:		
Instructor		
Name and Title of Instructor:		
Telephone:	Fax:	Email:

Allocation of Marks on a Scale 0 -5		
Points	Explanation	
5 Excellent	Outstanding, meet all requirements and delivered in an exceptional manner	
4 Good	Above average, message clearly delivered, drawing interest and participation of trainees.	
3 Average	Message delivered and understandable. Objectives met.	
2 Below average	Message delivered but somewhat difficult to understand. Objectives barely met.	
1 Not up to standard	Message incomplete or difficult to understand. Objectives not met	
0 Not applicable	Not addressed	
Introduction		
Evaluation Criteria	Remarks	Points
1- Stimulating		
2- Effective linking to title		
3- Importance of lesson stressed		
4- Objective / Scope of lesson given		

SUB-TOTAL (20)	
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Lesson content		
Evaluation Criteria	Remarks	Points
1- Content relevant to objective/scope		
2- Content in logical order		
3- Content sufficient to cover objective/scope		
4- Demonstration / explanations given		
5- Class participation evoked		
6- Subject clarification provided where necessary		
7- Students given practice/exercise		
SUB-TOTAL (35)		

Instructional Techniques		
Evaluation Criteria	Remarks	Points
1- Effective use of voice		
2- Effective use of questions to students		
3- Effective eyes contact		
4- Effective use of body language		
5- Effective movement around the class		
6- Logical explanation given		
7- Enthusiasm during presentation		
8- Effective handling of questions from students		
SUB-TOTAL (40)		

Use of teaching aid		
Evaluation Criteria	Remarks	Points
1- Effective use of aids		
2- Quality of aids		
SUB TOTAL (10)		

Conclusion		
Evaluation Criteria	Remarks	Points
1- Summary of important facts		
2- Summary in line with objective		
SUB TOTAL (10)		
GRAND TOTAL (115)		

Positive Remarks:

Critical Remarks:
Recommendations:

	YES	NO
Does the course meet the objectives and the syllabus or curriculum:		

Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

