



---

Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

---

**FSS-AIR-FORM 027A/12**

**ATO 141 AVIATION TRAINING ORGANISATION INSPECTORS REPORT**

1. Name and Address of Applicant:  
.....  
.....  
.....
  
2. Telephone Number: .....
3. Fax Number: .....
4. Approval held: .....
5. Address of Training School (if different from above):  
.....  
.....  
.....
  
6. Nominated Head of Training: (Please attach CV):
7. Course Title:
8. Venue of Course (if different from address above):
9. Type of Application:
10. Instructor(s) Name(s) and CV(s) (these can form an attachment)
11. Person(s) responsible for co-ordination of training functions (theoretical and practical etc.) and for the production of training programme.  
  
Name(s) and CV(s) (these can form an attachment)

12. Accommodation: State number and size of the following:
  - i. Classroom(s)
  - ii. Administrative Officer(s)
  - iii. Demonstration Room(s)
  - iv. Projection Room
  - v. Common Room
  - vi. Library
  - vii. Other
  - viii. Office Accommodation for Instructors:
  - ix. Size of class (ref..... ICAO)
13. maximum Number of Student per class
14. Student/Tutor ratio:
15. Entry Standards/Qualifications
16. Course Duration
17. Syllabus/Course Programme (this can be attached)
18. Time Table (this can be attached)
19. Attendance and Course Record (this can be attached)
20. Training Aids
  - i. Parmanent fixture (e.g black board etc.)
  - ii. Visual and other aids
  - iii. Course notes (state if provided and frequency of amendment)
  - iv. Other course materials used (e.g. books and other publications)
21. Examinations/Tests (State the following)
  - i. Scope
  - ii. Interval(s)
  - iii. Type – (Essay, multiple choice, oral, practical etc)

- iv. If multiple choice – mode of scoring (Any penalty for wrong answers)
- v. Pass mark
- v. Supervision of exams/tests
- vii. Procedure for Analysis of results
- viii. Failure rate
- ix. No. of attempts at final examination

22. Other information (State internal procedures adopted for the following)

- i. Revision of Syllabus
- ii. Amendment of Training/Course notes
- iii. Control and monitoring of Standards
- iv. Control of Library
- v. Production and allocation of international examinations
- vi. Control of course records
- vii. Security of examinations papers
- viii. Training and Retraining of Instructors

23. Comments

24. Recommendation /**Observation:**

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Name of Inspector:** .....

**Date:** .....

**Signature:** .....

**Airworthiness chief's Remarks:**

The above requirements have been evaluated against the operator / organisation submissions and is hereby approved / **not approved for** authorization and **recommended / not recommended** to be issued the appropriate approval.....

**Signature / Date:** .....