

Telephone number:	+264 83 235 2485	Fax Number:	+264 TBA
Physical address:	No.4 Rudolph Hertzog Street, Windhoek, NAMIBIA		
Postal address:	Private Bag X12003, Ausspannplatz, Windhoek, NAMIBIA	E-mail	licensing@ncaa.na

ATO –TRAINING & PROCEDURES MANUAL CHECKLIST

Name of ATO:		ATO Number:	
Accountable Manager Name:		Telephone number:	
E-mail address:		Cell number:	

NAMCAR 141 requirements

C – Compliant, A – Acceptable, NC – Not Compliant, U – Unacceptable, N/a – Not applicable

No	Item	N/a	C/A	NC/U	Comment ref:
1.	general description of the scope of training authorised				
2.	contents of the training and examination programmes				
3.	description of the organisation's quality assurance system				
4.	description of the organisation's facilities (base & sub-base)				
5.	name, duties and qualifications of accountable manager				
6.	description of the duties and qualifications of the personnel responsible for training				
7.	description of the procedures used to establish and maintain the competence of personnel				
8.	description of the method used for the completion and retention of the training records				
9.	description, when applicable, of additional training needed				
10.	description of the selection, role and duties of the authorised personnel				
11.	Procedures for control of documents to ensure				
	•all documents are reviewed and authorised by the appropriate personnel before the issuing				
	•current issues of all relevant documents are available to those personnel involved in planning, conducting or supervising the specified aviation training				
	•all obsolete documents are promptly removed from all points of issue or use				
	•changes to documents are reviewed and authorised by the appropriate personnel				

Remarks/Comments

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NAMCATS 141 requirements

Manual Control pages

C – Compliant, A – Acceptable, NC – Not Compliant, U – Unacceptable, N/a – Not applicable

No	Item	N/a	C/A	NC/U	Comment ref:
12.	Cover page				
13.	Index/Master Index (Contents/Master Contents)				
14.	Foreword/Preamble				
15.	Distribution list				
16.	Record of Amendments/Revisions				
17.	List of Effective Pages				
18.	Glossary				

Remarks/Comments

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General Section					
<i>C – Compliant, A – Acceptable, NC – Not Compliant, U – Unacceptable, N/a – Not applicable</i>					
No	Item	N/a	C/A	NC/U	Comment ref:
19.	Description of structure & layout of the Manual/s				
20.	Review, amendment, revision and distribution procedures				
21.	The procedure for approval to deviate from the manual				
22.	Description of the scope of training				
23.	Organization chart /Organogram of the management posts				
24.	<u>Qualifications requirements, responsibilities and succession of command of management and key operational personnel:</u>				
a	Accountable Manager				
	•Responsibility for financial decisions.				
	•Responsibility for human resource decisions.				
	•Responsibility for entering into agreements.				
	•Responsibility for cessation of any activity.				
b	Compliance officer				
c	Head of Training				
d	Chief Flight (Practical) Instructor				
e	Chief Ground (Theoretical) Instructor				
f	Maintenance manager				
g	Safety Manager				
h	Quality Manager				
i	Instructors				
	Accountant or audit agency				
25.	List of key personnel, with positions				
26.	List of instructors, with licences, ratings & positions				
27.	List of aircraft				
28.	List of equipment				
29.	List of simulators				
30.	<u>Policies & procedures for flight training:</u>				
a	Flights and flight authorisation for students for each flight				
b	Formal authorisation book or sheet in prescribed format				
c	Responsibilities of PIC				
d	Flight Planning				
e	Carriage of passengers				
f	<i>Operational control system including -</i>				
	•availability, access and control of the ATO TPM, AICs, AIP and Supplements				
	•control and positioning of the authorisation book and aircraft documentation notice boards emergency response plan overdue action				
	•the method of attaining MET reports before flight and the display of information				
	•completion and submission of flight plans and reference to NOTAMS				
	•feedback to flying personnel on relevant management, environmental, safety or operational information				
	•notice boards, student/instructor status boards, aircraft status boards				
	•the control of log books, student and instructor files				
g	Flying duty period and flight time limitations for staff & students				
h	Rest periods for staff & students				
i	<i>Procedure for Weight & balance calculations: -</i>				
	•calculation to be documented in accordance with the respective flight operations manual				
	•No flight may be authorised without weight and balance documents checked by instructor				
	•The weight and balance sheets shall be kept for a period of 6 months				

	•A scale(s) suitable for the purpose of the ATO approved training shall be available				
31.	<u>Policies & procedures for all training:</u>				
a	student management, including financial policies and student enrolment, progress, assessment and certification				
b	course management, including lesson plans, curriculum development, instructor assignment, course arrangements, examinations and tests				
c	safety management system, including hazards, accidents and incidents reporting which is to include an annual safety plan and risk assessment procedure				
d	for review and amendment of controlled publications relevant to the training provided				
e	feedback system which shall include all information requiring the attention of training personnel and students, especially elements of safety				
f	Control of equipment, material and information				
g	Notification of equipment changes to the NCAA, for approval				
h	<u>other procedures identified by the NCAA (list)</u>				
	•				
	•				
i	for maintenance of discipline during course as required				
j	<u>Description of facilities:</u>				
	•Number and size of classrooms				
	•Training aids provided				
	•Simulation training devices and training aircraft, if applicable				
	•OHSA requirements, incl. fire extinguishers, first aid kits, emergency evacuation plans.				
	•Flight operations room, if applicable				
	•Flight planning room, if applicable				
	•Adequate Briefing rooms				
	•Instructor offices				
	•Test/Examination room				
	•Library				
	•Suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials and similar articles.				
	•Suitable area for application of finishing materials				
	•Suitable facilities for running engines				
	•Suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service and inspect, such as:				
	•Ignition systems, electrical equipment and appliances;				
	•Carburettors and fuel systems; and				
	•Hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances				
	•Suitable space with adequate equipment (including tables, benches, stands & jacks) for disassembling, inspecting and rigging aircraft.				
	•Suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting and timing engines.				
Remarks/Comments					
Aircraft Operating Information (Flight Schools only)					
No	Item	N/a	C/A	NC/U	Comment ref:
32.	Certification and operating limitations				
33.	Aircraft handling, including performance limitations, use of checklists and aircraft maintenance procedures				
34.	Instructions for aircraft loading, weight and balance calculations and securing of load				
35.	Fuelling procedures, including non-standard refuelling as may be applicable, i.e. checking the fuel, grounding, storage of drums				
36.	Emergency procedures				
Remarks/Comments					

Routes (Flight Schools only)					
No	Item	N/a	C/A	NC/U	Comment ref:
37.	Performance criteria, e.g.: take-off, route, landing				
38.	Flight planning procedures including, fuel and oil requirements, minimum safe altitudes and navigation equipment				
39.	Weather minima for all instructional training flights during day, night, VFR and IFR operations				
40.	Weather minima for all student training flights at various stages of training				
41.	Training routes, general flying areas (FAD) and practice areas.				
Remarks/Comments					
Staff Training					
No	Item	N/a	C/A	NC/U	Comment ref:
42.	Persons responsible for standards and competency of instructional personnel				
43.	Details of the procedures to determine competency of instructional personnel				
44.	Details of the training program for instructional personnel				
45.	Procedures for proficiency checks and upgrade training				
Remarks/Comments					
Training Plan					
No	Item	N/a	C/A	NC/U	Comment ref:
46.	Aim of the training course				
47.	Pre-entry requirements, including:				
a	minimum age				
b	education requirements				
c	medical requirements; and				
d	linguistic requirements				
48.	Credits for previous experience				
49.	Training curricula, with an aim, expected result and performance level for:				
a	flying curriculum (single engine or multi-engine for flight training);				
b	practical training curriculum ;				
c	theoretical knowledge curriculum and				
d	simulation training curriculum				
50.	general arrangements of daily and weekly programs for practical training, theoretical training and simulation training				
51.	Training policies for				
a	bad weather or other constraints				
b	procedures for proficiency checks and upgrade training				
c	maximum student training times, practical, theoretical knowledge and simulation training, per day/week/month				
d	restrictions in respect of training periods for students				
e	duration of training at various stages, including for flights for flight training				
f	maximum student flying hours in any day or night period for flight training				
g	maximum number of student training flights in any day or night period for flight training; and				

h	minimum rest periods between training periods				
52.	Policy & procedures for the conduct of student evaluation				
a	procedures for practical progress checks and practical skill tests				
b	procedures for knowledge progress tests and knowledge tests				
c	procedures for refresher training before retest				
d	test reports and records				
e	procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;				
f	procedures for question analysis and review and issuing replacement exams; and				
g	knowledge test re-write procedures				
53.	Policies & procedures regarding training effectiveness, including:				
a	individual student responsibilities				
b	liaison procedures between training departments				
c	procedures to correct unsatisfactory progress				
d	procedures for changing instructors				
e	maximum number of instructor changes per student				
f	internal feedback system for detecting training deficiencies				
g	procedures for suspending a student from training				
h	requirements for reporting and documentation				
i	completion standards at various stages of training to ensure standardization				

Remarks/Comments

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Training Syllabi

No	Item	N/a	C/A	NC/U	Comment ref:
54.	Statement of the content of the training exercises to be taught, in the sequence to be trained				
55.	For flight training, flight lesson reference list in the form of an abbreviated list of the training exercises giving only main and sub-titles for quick reference				
56.	Statement of course division into phases, to ensure completion in the most suitable learning sequences				
57.	Syllabus hours for each phase of training, groups of lessons and when progress tests to be done				
58.	Statement of what a student is expected to be able to do and the standard of proficiency required for each phase				
59.	Requirements for instructional methods, particularly with respect to briefings, adherence to syllabi and training specifications, (i.e. authorization of solo flights or sign-off on competence)				
60.	Instruction in respect to the conduct and documentation of all progress checks				
61.	Instruction given to all examining staff in respect to the conduct of tests				
62.	Syllabus for simulation training shall be structured the same as for the training exercises				
63.	Syllabus for theoretical knowledge instruction shall be in line with training exercises				
64.	Theoretical knowledge for each subject shall be divided into modules to be completed before the respective flight or theoretical training/testing				
65.	Each module shall be divided into lessons which make up the programme				
66.	Attendance register to be kept for inclusion in each student's training file, signed by the student				
67.	Procedure for the liaison with the NCAA with regard to examination results				

Remarks/Comments

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Training Programmes

No	Item	N/a	C/A	NC/U	Comment ref:
68.	Description of training programme (Complete Checklist FSS PEL 141-24)				
69.	Training Programme includes training in Human Factors				

Remarks/Comments					
Tests and checks conducted for the issuance of a licence or a rating					
No	Item	N/a	C/A	NC/U	Comment ref:
70.	the name/s of the personnel with testing authority and scope of the authority				
71.	role and duties of the authorized personnel				
72.	minimum requirement for appointment as well as the selection and appointment procedure				
73.	procedures to be followed in the conduct of checks and tests and examinations; and				
74.	methods for completion and retention of testing records for the authorized personnel and students,				
75.	If non test activities are conducted in the same area, a procedure to ensure non test activities are not conducted in the venue simultaneously with testing.				
Remarks/Comments					
Records					
No	Item	N/a	C/A	NC/U	Comment ref:
76.	Policies and procedures for records that includes:				
77.	Attendance records				
78.	Student training records				
79.	Staff training and qualification records				
80.	Person responsible for checking records and student personal logs				
81.	Nature and frequency of record checks				
82.	Standardization of record entries				
83.	Personal log entries				
84.	Security of records and documents				
85.	Retention of records				
86.	Records management				
Remarks/Comments					
Safety Management System					
No	Item	N/a	C/A	NC/U	Comment ref:
87.	Description of safety management system (Complete relevant parts of Checklist FSS PEL 141-28)				
Remarks/Comments					
Quality Management System					
No	Item	N/a	C/A	NC/U	Comment ref:
88.	Description of quality management system (Complete relevant parts of Checklist FSS PEL 141-27)				

