



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 not 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. For later reference, proceed any notes with the appropriate question number.
6. Resolution Report. Use the remarks column at the end for overall remarks or observations.
7. For non- compliance findings inspectors shall also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward findings report to the operator without delay.
8. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.

TRAINING PROGRAMME APPROVAL CHECKLIST			
Activity Tracking Reference	Inspector's Name	Date Programme Submitted	Date Evaluation
Name of Operator/Applicant	Title of Training Programme	Contact Person and Phone No.	Aircraft Type (if applicable)

ALL TRAINING COURSES		
1.	The training programme specifies if the course is initial or recurrent as required by GCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Each training programme contain a course outline with the following details-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Course title	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Course Objective	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Course target audience	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	A curriculum segments that include the requirements of applicable GCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Examinations and/or completion standards covering the requirements of the applicable GCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Training programme contains:	



(a)	Detailed training syllabus covering the Requirements of the applicable GCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Properly qualified instructors available to meet training objectives and needs	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Examination or test standard samples covering the requirements of the applicable GCARS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d)	Specimen records forms	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e)	Specimen certification documents where applicable	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		
	FLIGHT CREW	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	The training syllabuses for flight crew meet the applicable requirements of the GCARS.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Conversion training syllabi that include:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	a. Ground training of aircraft systems	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	b. Training on normal, abnormal and emergency procedures for each type of aircraft flown by the flight crew member	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	c. Aircraft training and checking	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	d. Line flying under supervision	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	A written programme acceptable to the Authority that provides for initial, transition, difference, and recurrent training, and upgrade training as appropriate, for flight crew members for each type of aircraft flown by that crew member. The programme should include the following:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Specified number of training hours for each curriculum segment?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Is the number of training hours realistic for the degree of complexity of the individual training modules?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Maximum crew complement and minimum crew qualifications for specific types of training specified	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d)	Maximum numbers and qualifications of persons to be carried during training flights specified	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e)	The minimum qualifications and experience and training requirements for training and check pilots specified	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(f)	List of approved ground and flight instructors for proposed training programme/s	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(g)	A current list of the following items to meet the training needs for each type and variation of aircraft	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



	flown or intended to be flown -	
	(i) Approved training materials	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(ii) Approved equipment	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iii) Approved training devices	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iv) Approved simulators	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(v) Other required training aids/items	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(h)	Training includes details of the following CFIT/GPWS and TCAS for flight crew:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(i) CFIT/GPWS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(ii) TCAS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iii) Windshear	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iv) Other (specify)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		
	CABIN CREW	
7.	The training syllabuses for cabin crew members meet the applicable requirements of the GCARS including-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Basic initial ground training covering duties and responsibilities	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Appropriate rules and regulations	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Appropriate portions of the operations manual to allow the crew member to effectively perform his duties	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d)	Appropriate emergency training as required by the Authority and the operations manual.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e)	Appropriate flight training	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(f)	Appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variant the crew member may be required to work in	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(g)	A training record system acceptable to the authority to show compliance with all required training	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		



ALL AIRCRAFT CREW		
8.	A written training programme developed for all aircraft crew members in the emergency procedures appropriate to each make and model of aircraft flown by the crew member in accordance with the applicable requirements of the GCARS including:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Instruction in emergency procedures, assignments and crew co-ordination	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Individual instruction in the use of onboard emergency equipment such as-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(i) Fire extinguishers	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(ii) Emergency breathing equipment	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iii) Instruction of contents and use of first aid equipment and universal precautionary kits and its proper use	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iv) Emergency exits and evacuation slides	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(v) The aircraft's oxygen system including the use of portable emergency oxygen bottles	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(vi) Practice by flight crew members in use of emergency equipment designed to protect them in case of cockpit fire or smoke	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(vi) Instruction on contents of medical kits	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Training instructions in potential emergencies such as rapid decomposition, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d)	Scheduled recurrent training	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		
ALL OPERATIONS PERSONNEL		
9.	Do the training syllabuses for all personnel include-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Does dangerous goods training syllabuses include training in-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



	(i) Proper packaging?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(i) Proper marking?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iii) Proper labeling?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(iv) Proper documentation of dangerous articles and magnetized materials?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(v) A method of providing any required notification of an accident or incident involving dangerous good?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		
	OPERATIONS PERSONNEL OTHER THAN AIRCRAFT CREW (e.g. flight operations officer, handling personnel etc.)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Is there a written training programme for operations personnel other than aircraft crew that pertains to their respective duties in accordance with the applicable requirements of the Namibia Civil Aviation Regulations dealing with crew member and Flight Operations Officer qualifications: Commercial Air Transport as follows:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Initial Training?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Recurrent Training?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Upgrade training as required?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		
	PROCEDURES FOR TRAINING AND CHECKING	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Do procedures for training and checking include-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Procedures to be applied in the event that personnel do not achieve or maintain the required standards?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Procedures to ensure that the simulators of abnormal or emergency situations are not conducted during commercial air transport operations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		



DOCUMENT RETENTION		
12.	Does information on documentation to be stored and storage period include the requirement that all documentation required by the appropriate authority or the authority of a foreign country in which the operator operates, be retained for the time specified by the respective authority or for the time period needed to show compliance with appropriate regulations or the operations manual, whichever is longer?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
Remarks:		
MANUAL INTIAL ISSUE AND AMENDMENTS		
13.	Copies distributed to or, arrangements in place for distribution to:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Post holder Flight Operations	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Post holder Quality Assurance	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Post holder Training	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Library	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	All operating crews assigned to checking and training duties	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>



INSPECTOR COMMENTS:

INSPECTOR NAME, SIGNATURE AND DATE:

TRAINING PROGRAMME APPROVAL

APPROVED

NOT APPROVED

INSPECTOR NAME :

SIGNATURE, DATE AND STAMP: