

## TRAINING PROGRAM INSPECTION CHECKLIST

Name of operator		Date	
Base Inspection Conducted by			
Training through operators own ATO?		Contracted out to an external ATO?	
<i>Instructions: AOC Holder's Training Program oversight. To be used after Initial/Final Approval of Operator's Training Program has been granted. Please mark the appropriate block.</i>		NA	A
1.	Determine the need for the inspection/surveillance		U
2.	Review operator's agreement/contract for external/contracted training		
3.	Plan and initiate the inspection		
4.	Review operator's office file		
5.	Review operator's training manual		
6.	Notify operator of the training program inspection		
7.	Conduct the operator in-briefing		
8.	Conduct the inspection		
9.	Inspect the operator's training organisation		
10.	Inspect operator's training documents		
11.	Identify the training program		
12.	Identify the training materials		
13.	Identify training curriculum content		
14.	Observe and evaluate the operator's training program		
15.	Evaluate flight crew training		
16.	Initial flight training		
17.	Basic indoctrination		
18.	Initial emergency drill training		
19.	Evaluate flight instructor training		
20.	Evaluate designated flight examiner training (DFE)		
21.	Evaluate designated examiner training (DE)		
22.	Evaluate courseware		
23.	Evaluate instructional delivery methods		
24.	Evaluate training aids and equipment		
25.	Evaluate flight simulator or training device		
26.	Evaluate testing and checking methods		
27.	Inspect training records		
<i>To be completed after inspection is complete:</i>			✓ / ✗
28.	Determine the results of the inspection		
29.	Debrief the operator		
30.	Document the inspection		
31.	Schedule follow-up activities		
32.	File inspection results in office		
<b>SIGNATURE OF INSPECTOR</b>		<b>NAME IN BLOCK LETTERS</b>	
<b>DATE</b>			