



Section/division  
Telephone number:  
Physical address  
Postal address:

**FLIGHT OPERATIONS**  
011-545-1000  
Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng  
Private Bag X73, Halfway House 1685  
Website: [www.caa.co.za](http://www.caa.co.za)

Form Number: CA AOC-C-FO-001a  
Fax Number: 011-545-1350 or 011-545-1013

## FLIGHT CREW TRAINING PROGRAM CHECKLIST / JOB AID

*This job aid is used to compile the information gathered by the (FOIs) through interviews and document review as part of the of an operator's initial and subsequent final training program approval process . Please use complete sentences and write clearly.*

**OBJECTIVE**

To determine if the CAA is (1) providing surveillance and analysis of the Training Program for performance and effectiveness and (2) implementing corrective action of any deficiency.

**CRITERIA**

Training Program oversight will be evaluated using the following standards to determine if the system meets or exceeds expectations:

- SA CAR Parts 121, 127 and 135
- SA Inspector Handbooks (MOP FOD Technical Guidance Material)
- Operation Specifications (OpSpecs)

Auditor needs to have a copy of CA AOC-FO-005 and training Program Examples CA AOC-AC-FO-019a-g available for use  
Review changes to existing training program.

**INSTRUCTIONS:**

**RATING SCALE**

- The overall rating should be a summary of all observations for that question.
- 1-Almost Never      2-Seldom      3-Occasionally      4-Usually      5-Almost Always

**EXPLANATION OF CHANGES TO CHECKLIST**

- Updated Footer information (i.e. effective date)
- Deleted MOP FOD Handbook tables.

**CAA FILE NUMBER**

**INSPECTION/AUDIT DATE:**

	QUES.	RANKING					PROCESS QUESTION	
<i>Reference:</i>		1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>
	1	Does the office have a copy of the stamped curriculum or curriculum segment and the approval letter on file?						
		Comments:						

INSPECTION/AUDIT DATE:									
	QUES.	RANKING						PROCESS QUESTION	
<i>Reference:</i>									
<i>Please mark the appropriate box.</i>									
		1 Low	2	3	4	5 High	Not Rated	Does this letter contain:	
	2	A						<ul style="list-style-type: none"> <li>▪ A statement that training will be conducted through in-house (under the operator's own ATO) or through contracted training (through an independant ATO)</li> </ul>	
		B						<ul style="list-style-type: none"> <li>▪ (Is there an agreement in place for contracted training)</li> </ul>	
		C						<ul style="list-style-type: none"> <li>▪ A statement that final approval is granted?</li> </ul>	
		D						<ul style="list-style-type: none"> <li>▪ The effective date?</li> </ul>	
		E						<ul style="list-style-type: none"> <li>▪ A statement that the approval shall remain in effect until otherwise notified by the OI that a revision is necessary?</li> </ul>	
		F						<ul style="list-style-type: none"> <li>▪ A statement concerning the basis for reduction, if applicable?</li> </ul>	
Comments:									
<i>Reference:</i>									
<i>Please mark the appropriate box.</i>									
		1 Low	2	3	4	5 High	Not Rated	Do the training programs cover the following basic categories of training if they apply:	
	3	A						<ul style="list-style-type: none"> <li>▪ Initial New Hire Training?</li> </ul>	
		B						<ul style="list-style-type: none"> <li>▪ Initial Equipment Training?</li> </ul>	
		C						<ul style="list-style-type: none"> <li>▪ Transition Training?</li> </ul>	
		D						<ul style="list-style-type: none"> <li>▪ Upgrade Training?</li> </ul>	
		E						<ul style="list-style-type: none"> <li>▪ Recurrent Training?</li> </ul>	
		F						<ul style="list-style-type: none"> <li>▪ Re-qualification Training?</li> </ul>	
Comments:									

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	QUES.	RANKING						PROCESS QUESTION	
<i>Reference:</i>		<i>Please mark the appropriate box.</i>							
	6		1 Low	2	3	4	5 High	Not Rated	If applicable, does each curriculum and curriculum segment outline include the following information:
		A							<ul style="list-style-type: none"> <li>Prerequisites prescribed by the CARs or required by the operator for enrollment in the curriculum?</li> </ul>
		B							<ul style="list-style-type: none"> <li>Statements of objectives?</li> </ul>
		C							<ul style="list-style-type: none"> <li>A list of each training device, mockup, system trainer, procedures trainer, simulator, and other training aids, which require approval? (The curriculum may contain references to other documents.)</li> </ul>
		D							<ul style="list-style-type: none"> <li>Descriptions or pictorial displays of normal, abnormal, and emergency maneuvers and procedures, which are intended for use in the curriculum? (The curriculum may contain references to other documents.)</li> </ul>
		E							<ul style="list-style-type: none"> <li>An outline of each training module within each curriculum segment?</li> </ul>
		F							<ul style="list-style-type: none"> <li>Training hours that will be applied?</li> </ul>
		G							<ul style="list-style-type: none"> <li>The checking and qualification modules include any CAR qualification requirements for crewmembers to serve in Part 121 Part 127, or Part 135 operations (such as initial operating experience, line checks, operating familiarization)?</li> </ul>
		Comments:							
<i>Reference:</i>		1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>	
	7							If the training program is on an initial approval does it have an expiration date not to exceed 24 months from date of issue?	
		Comments:							

INSPECTION/AUDIT DATE:										
	QUES.	RANKING						PROCESS QUESTION		
<i>Reference:</i>	8	<i>Please mark the appropriate box.</i>								
Consider AND compare TGM to prevent contradiction: CA AOC-FO-005 CA AOC-AC-FO-019 CA AOC-C-001 CA AOC-C-001a			1 Low	2	3	4	5 High	Not Rated	If the training program is on an initial approval does the approval letter contain:	
		A							<ul style="list-style-type: none"> <li>A specific identification of the curriculums and/or curriculum segments initially approved, including page numbers and revision control dates?</li> </ul>	
		B							<ul style="list-style-type: none"> <li>A request for advance notice of training, as appropriate?</li> </ul>	
		C							<ul style="list-style-type: none"> <li>A statement concerning the basis for reduction, if the POI/FOI is authorizing a reduction in the programmed hours specified by Part 121/127/135.</li> </ul>	
		D							<ul style="list-style-type: none"> <li>A statement that initial approval is granted, including the effective and expiration date?</li> </ul>	
		E							<ul style="list-style-type: none"> <li>Any specific conditions affecting the initial approval, if applicable?</li> </ul>	
Comments:										
<i>Reference:</i>	9	<i>Please mark the appropriate box.</i>								
Check CAR requirement			1 Low	2	3	4	5 High	Not Rated	Does the Basic Indoctrination Training “operator-specific” include training modules in at least the following:	
		A							<ul style="list-style-type: none"> <li>Duties and responsibilities of flight crewmembers?</li> </ul>	
		B							<ul style="list-style-type: none"> <li>Appropriate provisions of the South African Civil Aviation Regulations?</li> </ul>	
		C							<ul style="list-style-type: none"> <li>Contents of the certificate holder’s operating certificate and operations specifications?</li> </ul>	
Comments:										

INSPECTION/AUDIT DATE:										
	QUES.	RANKING						PROCESS QUESTION		
<i>Reference:</i>										
Check CAR	10	<i>Please mark the appropriate box.</i>								
			1 Low	2	3	4	5 High	Not Rated	Does the Basic Indoctrination Training include training modules that cover general principles and concepts of the following:	
		A							▪ Flight control (This includes dispatch or flight release for Part 121 operators and flight following procedures for Part 127 and 135 operators.)	
		B							▪ Weight and balance?	
		C							▪ Aircraft performance and airport analysis?	
		D							▪ Meteorology?	
		E							▪ Navigation?	
		F							▪ Airspace and ATC procedures?	
		G							▪ En-route and terminal area charting and flight planning?	
		H							▪ Instrument procedures?	
Comments:										
	11	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>		
								Does the Basic Indoctrination Training Curriculum Segment have a minimum amount of (i.e. 40 hours) of training for 121/127/135 programs or letter of reduction from the PM/POI/FOI?		
Comments:										
	12	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>		
								Does the Training program include "aircraft specific" emergency training?		
Comments:										
	13	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>		
								Does the Training program include "general emergency training" that includes "emergency drill" and "emergency situation" training?		
Comments:										

INSPECTION/AUDIT DATE:										
	QUES.	RANKING					PROCESS QUESTION			
		1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>		
	14	Do the training programs require that each crewmember receives emergency drill (actual hands-on) training at a specific interval? (This means each crewmember must actually perform each drill or procedure and must actually operate each piece of emergency equipment.)								
		Comments:								
		<i>Please mark the appropriate box.</i>								
Check against CAR Requirement	15		1 Low	2	3	4	5 High	Not Rated	Do the Aircraft Ground Training Curriculum segments in the following categories of training mention training hours?	
		<b>Initial New-Hire</b>								
		A								▪ Group I (Reciprocating)
		B								▪ Group I (Turboprop)
		C								▪ Group II (Turbojet)
		<b>Initial Equipment</b>								
		D								▪ Group I (Reciprocating)
		E								▪ Group I (Turboprop)
		F								▪ Group II (Turbojet)
		<b>Recurrent</b>								
G								▪ Group I (Reciprocating)		
H								▪ Group I (Turboprop)		
I								▪ Group II (Turbojet)		
		Comments:								

**INSPECTION/AUDIT DATE:**

		QUES.	RANKING					PROCESS QUESTION	
			<i>Please mark the appropriate box.</i>						
CAR	16		1 Low	2	3	4	5 High	Not Rated	Does the subject area of ground training, referred to as "aircraft systems" include instruction on the following:
		A							▪ Aircraft General?
		B							▪ Powerplants?
		C							▪ Electrical?
		D							▪ Hydraulic?
		E							▪ Fuel?
		F							▪ Pneumatic?
		G							▪ Air Conditioning and Pressurization?
		H							▪ Flight Controls?
		I							▪ Landing Gear?
		J							▪ Ice and Rain Protection?
		K							▪ Equipment and Furnishings?
		L							▪ Navigation Equipment?
		M							▪ Auto Flight System?
		N							▪ Flight Instrument?
		O							▪ Communication Equipment?
		P							▪ Warning Systems?
		Q							▪ Fire Protection?
		R							▪ Oxygen?
		S							▪ Lighting?
T							▪ Emergency Equipment?		
U							▪ Auxiliary Power Unit (APU)?		
		Comments:							

INSPECTION/AUDIT DATE:										
	QUES.	RANKING						PROCESS QUESTION		
		<i>Please mark the appropriate box.</i>								
	17		1 Low	2	3	4	5 High	Not Rated	Do the "general operational subjects," include instruction on the following:	
		A							<ul style="list-style-type: none"> <li>Dispatch, flight release, or flight-locating procedures applicable to the specific aircraft?</li> </ul>	
		B							<ul style="list-style-type: none"> <li>Weight and balance procedures specific to the aircraft?</li> </ul>	
		C							<ul style="list-style-type: none"> <li>Adverse weather practices, including procedures specific to the aircraft?</li> </ul>	
		D							<ul style="list-style-type: none"> <li>Procedures for operating specific aircraft communications and navigation equipment?</li> </ul>	
		E							<ul style="list-style-type: none"> <li>Specific performance characteristics of the aircraft during all flight regimes?</li> </ul>	
		Comments:								
		<i>Please mark the appropriate box.</i>								
CAR	18		1 Low	2	3	4	5 High	Not Rated	Do the following flight training curriculum segments meet the training hours specified by the CAR and TGM CA AOC-FO-005 for initial new-hire and initial equipment categories of training?	
		<b>Initial New-Hire / Initial Equipment PIC</b>								
		A								<ul style="list-style-type: none"> <li>Group I (Reciprocating)</li> </ul>
		B								<ul style="list-style-type: none"> <li>Group I (Turboprop)</li> </ul>
		C								<ul style="list-style-type: none"> <li>Group II (Turbojet)</li> </ul>
		<b>Initial New-Hire / Initial Equipment SIC</b>								
		D								<ul style="list-style-type: none"> <li>Group I (Reciprocating)</li> </ul>
		E								<ul style="list-style-type: none"> <li>Group I (Turboprop)</li> </ul>
		F								<ul style="list-style-type: none"> <li>Group II (Turbojet)</li> </ul>
		<b>Initial New-Hire/ Initial Equipment FE</b>								
		G								<ul style="list-style-type: none"> <li>Group I (Reciprocating)</li> </ul>
		H								<ul style="list-style-type: none"> <li>Group I (Turboprop)</li> </ul>
I								<ul style="list-style-type: none"> <li>Group II (Turbojet)</li> </ul>		
		Comments:								

INSPECTION/AUDIT DATE:								
	QUES.	RANKING					PROCESS QUESTION	
<i>Reference:</i>	19	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>
	19	Do the recurrent and/or qualification LOFT training sessions have a specific amount of hours of total crewmember training activity?						
		Comments:						
<i>Reference:</i>	20	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>
	20	Do the flight training programs for PIC/SIC initial new hire and initial equipment include the procedures and the maneuvers as required by Part 61 and 121/135/127. (i.e.121.03.1) Sample and indicate areas that were sampled)						
		Comments:						
<i>Reference:</i>	21	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>
Find SA-CAR Tables and reference appropriately	21	Do the flight training programs for PIC/SIC conversion and upgrade training include the procedures and the maneuvers as required by Part 61, 121,127,135. (Sample and indicate areas that were sampled)						
		Comments:						
<i>Reference:</i>	22	1 Low	2	3	4	5 High	Not Rated	<i>Please mark the appropriate box.</i>
	22	Do the flight training programs for PIC/SIC recurrent and requalification training include the procedures and the maneuvers as required by Part 61, 121,127,135. (Sample and indicate areas that were sampled)						
		Comments:						

INSPECTION/AUDIT DATE:										
	QUES.	RANKING						PROCESS QUESTION		
<i>Reference:</i>	26	<i>Please mark the appropriate box.</i>								
			1 Low	2	3	4	5 High	Not Rated	Have the operators developed a special curriculum segment for the following areas that are authorized by the Operations Specifications:	
		A							▪ Class II Navigation?	
		B							▪ Category II and Category III approaches?	
		C							▪ Lower than standard take-off minimums?	
		D							▪ ETOPS?	
		E							▪ RVSM?	
		F							▪ RNP/MNPS?	
		G							▪ ACAS/TCAS	
Comments:										



<b>CERTIFIED AS ACCURATE</b>		
Office Designator		
Evaluation/Inspection/Audit Date		
Date of Job Aid Completion		
<b>SIGNATURE OF INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>SIGNATURE OF INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>SIGNATURE OF TEAM LEADER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>