



CABIN SAFETY MOP CHECKLIST

	N/A	Y	N	Note
Table of contents; header and footer				
The application must clearly indicate the following: a. CEO b. Postal address c. Physical place of business d. Telephone numbers e. Fax contact numbers f. Cell contact numbers				
Compliance Statement				
Amendment / revision page				
Commitment statements and job descriptions for: a. Accountable person b. Other relevant persons (training manager etc) c. Quality Assurance manager				
Current list of key management personnel and their positions				
Current chart showing lines of responsibility (organogram)				
List the types of training organisation is making application for; and list which training is out-sourced – name relevant ATO's				
Written procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedure				
Written procedure for the control, amendment and distribution of the Manual of Procedure; person responsible for amendment and distribution				
Time period for retention of documents				
Procedure for annual renewal of ATO				
Syllabus: a. Syllabus for each module/subject b. Review process – how often, and who is responsible c. Duration of each module d. Pass mark e. Re-write policy (to include statement that student will re-write a different exam paper) f. List of practical drills conducted g. a/c type ratings h. written procedure for flight deck observation / supernumery flights				

<p>Qualification requirements of instructors and designated examiners:</p> <ol style="list-style-type: none"> pre-entry requirements procedure for retaining currency list of instructors, and what module each trains 				
	N/A	Y	N	Note
<p>Quality Control:</p> <ol style="list-style-type: none"> Internal assessment of instructors / designated examiners – how often and done by whom? Student evaluation forms – review process, and how is corrective action taken if required? Frequency of training dept meetings Training dept internal audits – how often, what aspects are audited, to whom are non-compliances addressed; and how are these rectified 				
<p>Monitoring Currency – students and instructors:</p> <ol style="list-style-type: none"> Database/spreadsheet Student and instructor files / course files List what documentation is retained on file 				
<p>Training Facilities:</p> <ol style="list-style-type: none"> List training facilities, and location List facilities used for practical training: fire-fighting; slide jump; ditching etc List details of classroom: how many students can be accommodated; list equipment available 				
<p>Training Aids:</p> <ol style="list-style-type: none"> Equipment to be used for EPT Video's Reading / reference material 				
<p>Appendices:</p> <ol style="list-style-type: none"> CV's of instructors / designated examiners Copy of certificate to be issued Out-sourcing of training – copy of signed contract with relevant ATO's Student evaluation form Instructor / designated examiner evaluation form Internal audit form Training manual Lesson plans Examination papers and answer sheets Practical drill sheets 				

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