

FS-OPS-FRM-013		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Inspection of Training Facilities			
Revision 00	July 2018		

Inspection of Training Facilities

Name of the Applicant

(when an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail)

Item		Status		Remarks
		Sat	Unsat	
A	Class Room & Training Areas			
1.	Number & Size adequate for the purpose			
2.	Student accommodation			
a.	Seating/Writing			
b.	Visibility			
c.	Hearing			
d.	Minimal visual and aural distractions			
3.	Heating/Cooling/Ventilation/Lighting			
4.	Equipment as specified by syllabus projectors, video etc.			
B.	Special Equipment [Syllabus- identified training aids adequate for purpose]			
1.	Briefing Rooms [Rooms to conduct briefing for competency/proficiency checks for flight training:]			
2.	Number/size appropriate to task			
3.	Adequately furnished / equipped			
4.	Briefing Room for cabin crew to conduct pre flight briefing			
C.	Recording System Security			
1.	Controlled access			
2.	Privacy / Tampering			
3.	Adequate/ effective/ Usable			

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D.	Course Records Adequate to monitor effectiveness of training system			
E.	Individual Training Records Detailed records kept with respect to each operating crew member, recording at least;			
1.	Each ground training course completed or attempted, including results for each phase or subject and the final assessment of the standard achieved			
2.	Each endorsement training course completed or attempted, including results for each phase of training, the number of time each exercise was undertaken and the results of checks or tests			
3.	Each flight or simulator proficiency check completed or attempted, including the number of times each exercise was undertaken and the results of the tests or checks			
4.	Any other period o training over and above that prescribed, undertaken in an aircraft or simulator, including the exercises completed or attempted and an assessment of the standard achieved			
F.	Examination Facilities			
1.	Exam rooms/area adequate for purpose			
2.	Equipment adequate for purpose			
3.	Secure storage for exam			
G.	Administration			
1.	Adequate accommodation/ Facilities			
2.	Adequate support services			
3.	Training schedules coordinated with operational			
4.	Adequate qualified staff available to conduct training courses			

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Remarks		
Name of the Inspector	Signature	Date