

PERSONEL RECORDS

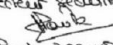
DSA.AMO.CHL.315



CCAA

OPERATOR :		
CHECKED BY :	CHECK DATE:	SIGNATURE :

Personel Records				
N°	Designation	N/A	OK	Comment
1	Are personnel records kept as described in the manual, maintained? <ul style="list-style-type: none"> • Are there records in use, which are not described in the manual? 			
2	Does the certificate holder keep records of training provided for two years since the last entry?			
3	Are there examples of training records or certificates provided to the individual that has undergone training?			
4	Is a record provided to the person who has received the authorization?			
5	Is there a list of personnel indicating their qualifications and authorizations?			
6	Does the manual specify other documents separate from it, for which the recordings of authorizations are to be kept?			
7	Do the personnel records contain "qualifications" for management assigned personnel?			
8	Are any management functions sub delegated? If so, is there a record of the Individuals qualifications available?			
9	Do the records reflect: (see qualifications and training) <ul style="list-style-type: none"> • The type of training; • The location; • The duration of training; • The recurrent training program; 			

Validé par
 Directeur Régional Aviation

 Pauline ASSOULINE KOKI

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	<ul style="list-style-type: none">• Examination control;• The certificate issued; and• The failure rate?			
Comments/Summary:				

Validé par
Directeur Ressource Humaine
[Signature]
Pauline ASSAUMOU Koki