

# EVALUATION OF OPERATIONS MANUAL – PART D

DSA.AOC.CHKL.075



CCAA

OPERATOR:	MANUAL:	N° and edition date:
		N° and revision date:
CHECKED BY:	CHECK DATE:	SIGNATURE:

### Instructions for Use:

1. Check 'S' column if you reviewed the record, procedure or event and it is 'Satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check NS (not seen) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check NA (not applicable) column, if the line item is not required in this particular situation.
5. 'Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.
7. For the General Presentation of the manual, fill the checklist **DSA.AOC.CHKL.070 Technical Manual General Layout**.

S/N	Requirement	Assessment			
<b>GENERAL</b>					
1.	Check that training syllabuses have been designed for all operations personnel assigned to operational duties in connection with the preparation and conduct of a flight in accordance with the requirements of the Cameroon Civil Aviation Regulations Ministerial Order 731 and Instruction 355 for approval by the Authority.				
	<b>ALL TRAINING COURSES</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
2.	Does each training course contain –				
	(a) Course outline?				
	(b) Detailed syllabus covering the Requirements of the Cameroon Civil Aviation Regulations Part dealing with Crew Member and Flight Operations Officer qualifications: Commercial Air Transport				
	(c) Are properly qualified instructors available to meet training objectives and needs?				
	(d) Examinations covering the Requirements of the Cameroon Civil Aviation Regulations Part dealing with Crew Member and Flight Operations Officer qualifications: Commercial Air Transport				
	(e) Completion standards?				
	(f) Specimen record forms?				
	(g) Documents and certificates?				
	(h) AUTHORITY approval process where required?				
	<b>FLIGHT CREW</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
3.	Do the training syllabuses for flight crew meet the applicable requirements of the Cameroon Civil Aviation Regulations dealing with Crew member and Flight Operations Officer qualifications: Commercial Air Transport and include-				
	(a) A written training programme acceptable to the Authority that provides for initial, recurrent, transition (conversion), re-qualification,				

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	upgrade, recency of experience, familiarization, differences and other specialized training, as applicable, for flight crew members for each type of aircraft flown by that crew member?				
	(b) Does this written training include both normal and emergency procedures training applicable for each type of aircraft flown by the flight crew member?				
	(c) Is the number of training hours specified for each curriculum segment?				
	(d) Is the number of training hours realistic for the degree of complexity of the individual training modules?				
	(e) Are adequate ground and flight training facilities provided?				
	(f) Are minimum crew complement and minimum crew qualifications for specific types of training specified?				
	(g) Are maximum numbers and qualifications of persons to be carried on training flights specified?				
	(h) Are the minimum qualifications and experience and training requirements for training and check pilots specified?				
	(i) Are specific flight time limitations for pilots engaged in flight training and checking specified?				
	(j) Is Command responsibility during training and checking flights, including (if applicable) route checks and licence renewal proficiency tests specified?				
	(k) Are adequate numbers of ground and flight instructors and check pilots available to ensure adequate training and flight testing of flight crew members?				
	(l) Is there a current list of the following items to meet the training needs for each type and variation of aircraft flown or intended to be flown-				
	(i) approved training materials?				
	(ii) approved equipment?				
	(iii) approved Training Devices?				
	(iv) Approved Simulators?				
	(v) Other required training items?				
	(m) Is there a record system acceptable to the Authority to show compliance with appropriate training and currency requirements?				
	<b>CABIN CREW</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
4.	Do the training syllabuses for cabin crew members meet the applicable requirements of The Civil Aviation (Operation of Aircraft) Regulations Part dealing with Crew member and Flight Operations Officer qualifications: Commercial Air Transport –				
	(a) Basic initial ground training covering duties and responsibilities?				
	(b) Appropriate rules and regulations?				
	(c) Appropriate portions of the operations manual to allow the crew member to effectively perform his duties?				
	(d) Appropriate emergency training as required by the Authority and the operations manual?				
	(e) Appropriate flight training?				
	(f) Appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variant the crew member may be required to work in?				



	(g) Is there a training record system acceptable to the authority to show compliance with all required training?				
	<b>ALL AIRCRAFT CREW</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
5.	Has the written training been developed for all aircraft crew members in the emergency procedures appropriate to each make and model of aircraft flown by the crew member in accordance with the applicable requirements of the Cameroon Civil Aviation Regulations Part dealing with Crew member and Flight Operations Officer qualifications: Commercial Air Transport in the following areas:				
	(a) Instruction in emergency procedures, assignments and crew co-ordination?				
	(b) Individual instruction in the use of onboard emergency equipment such as -				
	(i) Fire extinguishers?				
	(ii) Emergency breathing equipment?				
	(iii) First aid equipment and its proper use?				
	(iv) Emergency exits and evacuation slides?				
	(v) The aircraft's oxygen system including the use of portable emergency oxygen bottles?				
	(vi) Practice by flight crew members in use of emergency equipment designed to protect them in case of cockpit fire or smoke?				
	(c) Training instruction in potential emergencies such as rapid decompression, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers?				
	(d) Scheduled recurrent training?				
	<b>ALL OPERATIONS PERSONNEL</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
6.	Do the training syllabuses for all operations personnel include -				
	(a) Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air?				
	(b) Does dangerous goods training syllabus include training in-				
	(i) Proper packaging?				
	(ii) Proper marking?				
	(iii) Proper labelling?				
	(iv) Proper documentation of dangerous articles and magnetized materials?				
	(v) A method of providing any required notification of an accident or incident involving dangerous good?				
	(c) All appropriate security training required by the Regulations?				
	<b>OPERATIONS PERSONNEL OTHER THAN AIRCRAFT CREW (e.g, flight operations officer, handling personnel etc.) -</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
7.	Is there a written training programme for operations personnel other than aircraft crew that pertains to their respective duties in accordance with the applicable requirements of the Cameroon Civil Aviation Regulations dealing with Crew member and Flight Operations Officer qualifications : Commercial Air Transport as follows :				
	(a) Initial Training ?				
	(b) Recurrent Training ?				
	(c) Upgrade training as required ?				
	<b>PROCEDURES FOR TRAINING AND CHECKING</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>



8.	Do procedures for training and checking include –				
	(a) Procedures to be applied in the event that personnel do not achieve or maintain the required standards?				
	(b) Procedures to ensure that the simulations of abnormal or emergency situations are not conducted during commercial air transport operations?				
	<b>DOCUMENT RETENTION</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
9.	Does information on documentation to be stored and storage period include the requirement that all documentation required by the appropriate authority or the authority of a foreign country in which the operator operates, be retained for the time specified by the respective authority or for the time period needed to show compliance with appropriate regulations or the operations manual, whichever is longer?				
	<b>MANUAL INITIAL ISSUE AND AMENDMENTS</b>	<b>S</b>	<b>U</b>	<b>N/S</b>	<b>N/A</b>
10.	Copies distributed to, or arrangements in place for distribution to:				
	(a) Director Flight Operations				
	(b) All operating crews assigned to checking and training duties				