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

Qualifications –Training Program				
N°	**Designation**	**S**	**U**	**Comment**
	TRAINING PROGRAM DOCUMENT EVALUATION			
1.	**MAINTENANCE PERSONNEL TRAINING**			
1.1.	Does the Maintenance Personnel training program cover initial, recurrent or additional training?			
1.2.	Is the Maintenance Personnel initial training appropriate to assigned tasks?			
1.3.	Does the Maintenance Personnel training cover knowledge and skills related to human performance?			
1.4.	Does the Maintenance Personnel initial training program cover training in regulations, standards and the approved manual?			
2.	**CERTIFYING STAFF TRAINING**			
2.1.	Are the pre-qualification standards for certifying staff identified?			
2.2.	Does the certifying staff training program covers basic engineering theory relevant to the airframe structure and systems to the class of aircraft?			
2.3.	Does the certifying staff training program covers specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/structural defects?			
2.4.	Does the certifying staff training program covers company procedures relevant to the tasks?			

2.5.	Does the certifying staff training program coverknowledge and skills related in human performance?			
3.	**RECURRENT TRAINING**			
3.1.	Does the recurrent training program covers changes in AMO procedures?			
3.2.	Does the recurrent training program covers changes to aircraft types?			
3.3.	Does the recurrent training program covers changes to aeronautical product types?			
	TRAINING PROGRAMME ON-SITE INSPECTION			
4.1.	Does the company follow the training policy described in their MPM?			
4.2.	Have all employees with technical responsibilities received the required initial training, as specified in MPM?			
4.3.	Is recurrent training conducted on an initial 3-year cycle, unless modified by the results of a quality assurance program?			
4.4.	Is recurrent training been completed?			
4.5.	Does the organization have a process to determine or identify what ''additional training'' is and when it is required?			
4.6.	Are there examples of this being carried out?			
4.7.	Is there an accurate and current record-keeping system tracking all training as described in the manual?			
4.8.	Does the person record contain training documentation necessary to support the individuals' present duties and responsibilities?			
4.9.	Is non-Cameroon Civil Aviation approved aircraft training courses controlled to ensure the quality?			
4.10.	Is there training program for specialist (e.g. shop personnel, (NDT personnel, and supervisors) and is it followed as described in the manual?			
4.11.	Does the training provided assure that all staff with technical responsibilities is competent in the areas for which they are			

	responsible?			
4.12.	Does the organization hold an approval to conduct aircraft type courses? • If so, use the Approved Training Organizations checklist			
4.13.	Do the records reflect: (see personnel records) • The type of training; • The location; • The duration of training; • The recurrent training program; • Examination control; • The certificate issued; and • The failure rate?			
4.14.	Does the quality assurance influence the need for or when training is required within the organization?			
4.15.	Are all training materials and manuals clearly marked ''for training purposes only''?			
4.16.	For individual permitted to certify at the sub task level, have they been provided sufficient training in the task undertaken?			
4.17.	Is the person responsible for the training program knowledgeable about his/her duties and responsibilities?			
Comments/Summary:				

Validée par
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