|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant** |  | **Date** |  |
| **Address** |  | **Contact No.****Email** |   |
| **Name of Training Organisation/Facilities** |  | **Contact No****Email** |  |

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| --- | --- | --- | --- | --- | --- |
| **1. Training Crew member training** **Evaluate applicable training documents** | **PM/FOI/AWI/ GOI/DGI/CSI/PEL****Initial** **(As Applicable)** | **Date Received** | **Date Re- Submitted** | **Date Approved/ Accepted** | **Reference Document** |
| 1. Basic company indoctrination
 |  |  |  |  |  |
| 1. Emergency equipment training
 |  |  |  |  |  |
| 1. Ground training
 |  |  |  |  |  |
| 1. Flight training
 |  |  |  |  |  |
| 1. Recurrent training
 |  |  |  |  |  |
| 1. Transition /upgrade training
 |  |  |  |  |  |
| 1. Differences training
 |  |  |  |  |  |
| 1. Security training
 |  |  |  |  |  |
| 1. Dangerous goods
 |  |  |  |  |  |
| 1. Instructor qualifications
 |  |  |  |  |  |
| 1. Human performance training
 |  |  |  |  |  |
| **2. Dispatcher training** |
| 1. Initial training
 |  |  |  |  |  |
| 1. Recurrent training
 |  |  |  |  |  |
| 1. Instructor qualifications
 |  |  |  |  |  |
| 1. Human performance training
 |  |  |  |  |  |
| **3. Cabin crew training** |
| 1. Initial training
 |  |  |  |  |  |
| 1. Recurrent training
 |  |  |  |  |  |
| 1. Differences training
 |  |  |  |  |  |
| 1. Human performance training
 |  |  |  |  |  |
| **4. CAME- Maintenance personnel training programme** |
| 1. Maintenance training
 |  |  |  |  |  |
| 1. Inspection personnel training
 |  |  |  |  |  |
| 1. Instructor qualifications
 |  |  |  |  |  |
| **5. Other ground personnel training** |
| 1. Ground handling/servicing personnel training
 |  |  |  |  |  |
| 1. Station personnel training
 |  |  |  |  |  |
| 1. Instructor qualifications
 |  |  |  |  |  |
| **Remarks:** |
| **6. Evaluate management qualifications** | **PM/FOI/AWI/ GOI/DGI/CSI/PEL****Initial** **(As Applicable)** | **Date Received** | **Date Re- Submitted** | **Date Approved/ Accepted** | **Reference Document** |
| 1. Accountable manager
 |  |  |  |  |  |
| 1. Director of operations
 |  |  |  |  |  |
| 1. Director – Continuing Airworthiness
 |  |  |  |  |  |
| 1. Director of safety
 |  |  |  |  |  |
| 1. Chief pilot
 |  |  |  |  |  |
| 1. Quality manager for maintenance
 |  |  |  |  |  |
| 1. Head of training
 |  |  |  |  |  |
| **Remarks:** |
| 1. **Evaluate applicable company manuals/operation procedures**
 |
| 1. Evaluate Flight Safety Document System (Form AOC-103-A – FSDS)
 |  |  |  |  |  |
| 1. Completed Flight Operations Manual (Part A, C, D)
 |  |  |  |  |  |
| 1. Approved Aircraft Flight Manual
 |  |  |  |  |  |
| 1. Company aircraft operations manual (Part B)
 |  |  |  |  |  |
| 1. **Aircraft checklists/Manuals**
 |
| 1. Normal
 |  |  |  |  |  |
| 1. Abnormal
 |  |  |  |  |  |
| 1. Emergency
 |  |  |  |  |  |
| 1. Dangerous goods manual
 |  |  |  |  |  |
| 1. Security manual
 |  |  |  |  |  |
| 1. Passenger briefing card
 |  |  |  |  |  |
| 1. CAME
 |  |  |  |  |  |
| 1. Ground handling manual
 |  |  |  |  |  |
| 1. Mass and balance control manual
 |  |  |  |  |  |
| 1. Reliability programme
 |  |  |  |  |  |
| 1. Maintenance programme manual
 |  |  |  |  |  |
| 1. Airport data and en- route manual (charts and plates) (OM Part C)
 |  |  |  |  |  |
|  **(Contd.) Aircraft checklists/Manuals** | **PM/FOI/AWI/ GOI/DGI/CSI/PEL****Initial as Applicable** | **Date Received** | **Date Re- Submitted** | **Date Approved/ Accepted** | **Reference Document** |
| 1. Minimum Equipment List
 |  |  |  |  |  |
| 1. Configuration Deviation List
 |  |  |  |  |  |
| **Remarks:** |
| 1. **Other evaluations**
 |
| 1. Aircraft lease
 |  |  |  |  |  |
| 1. SMS Manual
 |  |  |  |  |  |
| 1. Emergency response plan (ERP)
 |  |  |  |  |  |
| 1. Maintenance contracts/agreements
 |  |  |  |  |  |
| 1. Ground handling contracts/ agreements
 |  |  |  |  |  |
| 1. Training contracts (if applicable)
 |  |  |  |  |  |
| 1. Aircraft demonstration test plan
 |  |  |  |  |  |
| 1. Final compliance statement
 |  |  |  |  |  |
| 1. Financial assessment
 |  |  |  |  |  |
| 1. CAA debriefing in preparation for demonstration and inspection phase
 |  |  |  |  |  |
| **Remarks:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **FOI** |  |  |  |
| **AWI** |  |  |  |
| **GOI/DGI** |  |  |  |
| **CSI** |  |  |  |
| **PEL** |  |  |  |

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| **Name of Project Manager (PM)** | **Signature** | **Date:** |
|  |  |  |