

Checklist Number: OPS-CLCSI-402
 Checklist Name: OPS - Cabin Crew Training Manager
 Applicability:
 Location: Date:

No	Subject	Reference	S	U	N/A	Comment
0	Details					
0.1	Cabin Crew Safety Training Manager:	N/A				
0.2	Local procedures (a) Documentation? (b) Controlled? (c) Implementation? (d) Effective?	N/A				Basic criteria for oversight the below items
1	Training Manager					
1.1	Organization and management Training management structure and delegation (a) Is the reporting structure clearly identified in the organization chart? (b) Do the actual operations run according to the organizational structure and their job description? (c) Is the job description of each operational individual in place? (d) Is the job description of each operational individual being performed? (e) Is the Cabin Crew Safety Training Manager being appointed by the operator? (f) What is the appointment process? (g) What is the qualification required? (h) Is there a process for delegating all responsibilities of Cabin Crew Safety Training Manager to another adequately qualified person in his/her absence?	AOCR Iss.2 Rev.1 Ch. 1 Item 7, Ch. 6 Item 1.4.1, App. E Item 3.1				
1.2	Safety related meetings (a) What is the meeting required to involve? (b) Is the meeting being conducted according to its interval period? (c) Is there a nominated person in case of being unable to attend? (d) How Is the information disseminated and what is the method for acknowledgement?	AOCR Iss.2 Rev.1 Ch. 5 Item 10.4.2				
1.3	Instructor/Evaluator (a) What is the selection and appointment process? (b) What is the qualification required? (c) What training are they required? (d) Is the minimum of 24 hours and applicable training requirements for the initial instructor/evaluator completed? (e) Do they receive recurrent training and re-assess annually? And how? (f) How to maintain their qualifications and recency? (g) Do the required records being maintained?	AOCR Iss.2 Rev.1 Ch. 6 Item 1.4.2- 1.4.5, 1.4.7 App. E Item 3.2				

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2	Oversight and Quality Control					
2.1	Process for ensuring compliance (a) What oversight does Cabin Crew Safety Training Manager have to ensure the overall compliance? (b) What is the applicable process? (c) Is it documented? How? (d) Is it being implemented? How? (e) Is it being followed up and proper action being taken?	AOCR Iss.2 Rev.1 Ch. 1 Item 7, Ch. 6 Item 1.7, App. Q				
2.2	Training Devices (a) Doors/exits (i) Representative of features and modes? (ii) Do the method of operation, weight and balance and operating forces, including failure of power-assist systems reflect to the aircraft types to be operated? (b) Equipment represent on the aircraft type (c) Good condition and regularly maintained (d) How to handle with the defects (if any)?	AOCR Iss.2 Rev.1 Ch. 6 Item 1.7, App. E Item 2.2				
2.3	Training records (a) Responsibility (i) Who ensures verification, monitoring and maintains training records? (b) Documentation (i) Where is the process documented? (ii) Is the training being recorded? (iii) Process for amending/controlling? (iv) Retention period of training record? (v) Any back up records? (c) Validity (i) Are the expiry dates of instructors and cabin crew's training monitored? (ii) Record is relevant to the assigned duties and the aircraft type to be operated (iii) Preventive measures in relation to cabin crew's duty assignment when their records expired/invalid	AOCR Iss.2 Rev.1 Ch. 6 Item 1.4.7, 1.6, App. E Item 3.3				
3	Document Control					
3.1	Responsibility (a) What document does Cabin Crew Safety Training Manager oversight and control? (b) Is the document control process in place? (c) How does the document being controlled?	AOCR Iss.2 Rev.1 App. B, App. K				
3.2	Manual and Training information (Notices) (a) What is the process? (b) Is it being documented?	AOCR Iss.2 Rev.1 Ch. 4 Item 2, App. B,				

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	(c) Is it appropriately disseminated, acknowledged, discarded within appropriate time frame? (d) Is there a content review to ensure applicable, effective and complied with regulatory/guidance material advised?	App. K Item 1.2, 2.1				
3.3	Control of lesson plans and examination (a) Responsibility (i) What oversight does Cabin Crew Safety Training Manager have? (ii) What is the process of document control? By who? (iii) Is it being documented? (b) Applicability (i) Is there a process of lesson plan and examination controlling? (ii) What is the process of document control? (iii) Who controls the content? (iv) Is lesson plan relevant to the training syllabus? (v) Does the exam cover all the contents required for checking? (vi) Is it able to ensure trainee's competency? (c) Amendment (i) What is the process of amendment? (ii) Where is it documented? (iii) How are contents reviewed to ensure the applicability? (iv) How are amendments notified?	AOCR Iss.2 Rev.1 App. E Item 3.3.4				

S = Satisfied

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non Compliance or other information

Inspector Name:.....
 (.....)

Position:.....

Completed on:.....