

Checklist Number: OPS-CLCSI-403
 Checklist Name: OPS - Cabin Crew Training Records
 Applicability:
 Location: Date:

No	Subject	Reference	S	U	N/A	Comment
0	Detail					
0.1	(a) Location of training record (b) Names and ID no. of cabin crew members (c) Names and ID no. of in-charge cabin crew members (d) Names and ID no. of cabin crew instructors	N/A				
1	Inspection of records					
1.1	Records of crew training and tests: (a) Trainees' attendance (b) Results of tests (c) Certificates (if applicable) (d) Records retention (e) Validity of the next practices and tests	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, App. E Item 3.3				
1.2	Medical records	AOCR Iss.2 Rev.1 Ch. 7 Item 1.1				
1.3	Initial training (a) Theoretical training (i) SEP (ii) Aviation Security (iii) Dangerous goods (iv) First aid (v) Human factors and CRM (vi) SMS (b) Practical training (i) The use of safety and emergency equipment (ii) Fire and smoke drill (iii) Evacuation drill (iv) Ditching (v) Rescue breathing and cardiopulmonary resuscitation (vi) Pilot incapacitation	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, 3, 4, 6.6, Ch. 7 Item 1.6.1, App. E Item 3.3, 4.1				
1.4	Aircraft Type Specific/Conversion training: (a) Theoretical training (i) SEP (b) Practical training (i) The use of safety and emergency equipment (if applicable) (ii) Evacuation drill (ii) Ditching (c) Aircraft familiarisation visits (d) Supernumerary flying / Familiarisation flights	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, 5,6, 6.6, Ch. 7 Item 1.6.1, App. E Item 3.3, 4.2				
1.5	Recurrent training (a) Theoretical training	AOCR Iss.2 Rev.1				

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	<ul style="list-style-type: none"> (i) SEP (ii) Aviation security (iii) Dangerous goods (iv) First aid (v) Human factors and CRM (vi) SMS <p>(b) Periodic practice and checking</p> <ul style="list-style-type: none"> (i) Annual practical drill: <ol style="list-style-type: none"> 1. Use of an emergency exit in normal and emergency modes 2. Use of each type of extinguishers, PBE, first aid kits and UPK carried on board the aircraft(s) to be operated; 3. Rescue breathing and CPR (ii) Every 36-month period of practical drills: <ol style="list-style-type: none"> 1. Emergency evacuation slide representative to the highest of the aircraft main deck sill height operated by the cabin crew; and 2. Boarding a slide raft/life raft with a life-jacket representative to the actual equipment on board the aircraft to be operated. 	Ch. 6 Item 1.6, 7, 8, App. E Item 3.3, 4.3				
1.6	Differences training <ul style="list-style-type: none"> (a) Theoretical training (b) Practical training (if applicable) 	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, 9, App. E Item 3.3, 4.4				
1.7	Initial training for in-charge cabin crew member <ul style="list-style-type: none"> (a) Pre-flight briefing (b) Coordination and communication (c) Legal and operator's requirements (d) Human Factors and CRM (e) Accident and incident report systems (f) Flight and duty time limitations and rest requirements (g) Safety on the ramp (h) Diversion involving emergency first aid (i) MEL (j) Aviation security (k) Use of AED (if carried) (l) Leadership skills 	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, 10.1, App. E Item 3.3, 4.5				
1.8	Recurrent training for in-charge cabin crew member <ul style="list-style-type: none"> (a) Planned crash/ditching (b) Unruly passengers (c) Crew incapacitation (d) Emergency first aid cases (e) In-flight cabin fire 	AOCR Iss.2 Rev.1 Ch. 6 Item 1.6, 10.2, App. E Item 3.3, 4.5				

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	(f) Ramp safety (g) Dangerous goods incidents (h) Aviation security (i) Use of AED (if carried) Note: The in-charge cabin crew member recurrent training shall also include topics covered during the in-charge cabin crew member initial training. All topics shall be reviewed once every year during the recurrent training.					
1.9	Cabin crew instructor training (a) Successful completion of 24 hours requirement for cabin crew instructor training (b) One class observation to the training subject related to their application (c) One classroom conducted under supervision	AOCR Iss.2 Rev.1 Ch. 6 Item 1.4.3				
1.10	Records of their instructors and evaluators: (a) Qualifications and training records (b) Training classes observed and conducted (c) Examinations received and conducted (d) Checks as carried out by the authorised personnel (e) Records of performance review (f) Licenses and certificates in accordance with regulatory requirements.	AOCR Iss.2 Rev.1 Ch. 6 Item 1.4.7				

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:.....