CAAT สำนักงานการบินพลเรือนแห่งประเทศไทย The Civil Aviation Authority of Thailand	Checklist Number: _____ OPS-CLFOI-404 _____ Checklist Name: _____ OPS - Flight Operations Officer Training Records _____ Applicability: _____ Location: _____ Date: _____

No	Subject	Reference	S	U	N/A	Comment
1	**Basic Requirement**					
1.1	Flight Operations Officer/Flight Dispatcher has a valid license prior duty assigned.	AOCR Iss.2 Rev.1 App. D Item 2				
1.2	Flight Operations Officer/Flight Dispatcher has satisfactorily completed a training course specific to the operator.	AOCR Iss.2 Rev.1 App. D Item 3.1 (a)				
1.3	The Flight Operations Officer/Flight Dispatcher Training Program has established in the Operations Manual Part D or be a separate document which shall be approved by the Authority.	AOCR Iss.2 Rev.1 App. D Item 7				
2	**Maintain Currency**					
2.1	Has the Flight Operations Officer/Flight Dispatcher dispatched the flight at least one flight every 90 consecutive days.	AOCR Iss.2 Rev.1 App. D Item 5.1				
2.2	The Flight Operations Officer/Flight Dispatcher has made the route familiarization flight within the preceding 12 months, at least one flight.	AOCR Iss.2 Rev.1 App. D Item 3.1 (b)				
2.3	The flight operations officer/flight dispatcher who has not dispatched at least one flight in the preceding 6 months shall apply to the Requalification training programme.	AOCR Iss.2 Rev.1 App. D Item 5.2				
2.4	The Flight Operations Officer/Flight Dispatcher has passed a proficiency test conducted by the operator once every 12 months.	AOCR Iss.2 Rev.1 App. D Item 5.3				
3	**Initial Training Program**					
3.1	**Initial Training (Newly Hire) Program** The operators shall provide thorough training in each subject area in the initial (newly hire) training program. The operator shall ensure that each flight operations officer/ flight dispatcher has mastered each skill required to perform adequately on the job. In addition, flight operations officer/ flight dispatchers are usually required to complete on-the-job training (OJT) to become proficient in the required flight operations officer skills.	AOCR Iss.2 Rev.1 App. D Item 6.1				
3.2	Does the training syllabus for Phase One (Basic Knowledge) consist of the mandatory, additional	AOCR Iss.2 Rev.1 App. D Item 8				

No	Subject	Reference	S	U	N/A	Comment
	subjects and minimum training hours as specified in AOCR Iss.2 Rev.1 App. D Item 8.					
3.3	**Has the Initial Training (Newly Hire) program Phase One (Basic Knowledge) are covered modules as the following**	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.1	**Module 1 Civil Air Law and Regulations** has subject matter as the following: (a) Certification of Operators; (b) The Convention on International Civil Aviation (The Chicago Convention); (c) International Air Transport Issues Addressed by The Chicago Convention; (d) The International Civil Aviation Organization (ICAO); (e) Responsibility for Aircraft Airworthiness; (f) Regulatory Provisions of the Flight Manual; and (g) The Aircraft Minimum Equipment List (MEL).	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.2	**Module 2 Aviation Indoctrinations / Aviation Instruction** has subject matter as the following: (a) Civil Aviation Regulatory, Civil Aviation Law, ICAO Annex Including Applicable Regulation; (b) Operator Policies, Procedures, Rules and Regulations; (c) Provisions and Limitation of the Air Operator Certificate Issued to The Operator Including Operations Specification; (d) The Aircraft Minimum Equipment List (MEL); (e) Regulatory Provisions of the Flight Manual; (f) The Dispatcher Procedure and Manual; (g) Aviation Terminology and Terms of Reference; (h) Theory of Flight and Flight Operations; (i) Aircraft Propulsion Systems; and (j) Aircraft Terminology and Terms of Reference.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.3	**Module 3 Aircraft System** has subject matter as the following: (a) Aircraft General; (b) Power Plants System; (c) Electrical System; (d) Hydraulic System; (e) Fuel System; (f) Pneumatic System; (If Applicable) (g) Air Conditioning and Pressurization; (h) Flight Control;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(i) Landing Gear and Brake Systems;					
	(j) Ice and Rain Protection; (If Applicable)					
	(k) Equipment and Furnishing;					
	(l) Navigation Equipment;					
	(m) Auto Flight System; (If Applicable)					
	(n) Flight Instrument;					
	(o) Communication Equipment;					
	(p) Warning System;					
	(q) Fire Protection System;					
	(r) Oxygen System; (If Applicable)					
	(s) Lighting;					
	(t) Emergency Equipment; and					
	(u) Auxiliary Power Unit (APU) (If Applicable).					
3.3.4	**Module 4 Aircraft Mass (Weight) And Performance. (Related to Company Aircraft Use)** has subject matter as the following: (a) Basic Principles for Flight Safety; (b) Basic Mass (Weight) And Speed Limitations; (c) Take-Off Runway Requirements; (d) Climb Performance Requirements; (e) Landing Runway Requirements; (f) Buffet Boundary Speed Limitations; (g) Adverse Flight Condition; and (h) Contaminated Runway Operations.	AOCR Iss.2 Rev.1 App. D Item 7.1				

3.3.5	**Module 5 Navigation** has subject matter as the following:
	 (a) Position, Distance and Time;
	 (b) True, Magnetic and Compass Direction;
	 (c) Gyro Heading Reference and Grid Direction;
	 (d) Introduction to Chart Projection:
	    (i) The Gnomonic Projection;
	    (ii) The Mercator Projection;
	    (iii) Great Circles on Mercator Charts;
	    (iv) Other Cylindrical Projections;
	    (v) Lambert Conformal Conic Projections; and
	    (vi) The Polar Stereographic Projection.
	 (e) ICAO Chart Requirements;
	 (f) Charts Used by A Typical Operator;
	 (g) Measurement of Airspeed;
	 (h) Track and Ground Speed;
	 (i) Use of Slide-Rules, Computers and Scientific Calculators; (If Applicable)
	 (j) Measurement of Aircraft Altitude;
		AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(k) Point of No Return;					
	(l) Critical Point;					
	(m) General Determination of Aircraft Position;					
	(n) Introduction to Radio Navigation;					
	(o) Ground-Based Radar and Direction-Finding Stations;					
	(p) Relative Bearings;					
	(q) VOR/DME-Type Radio Navigation;					
	(r) Instrument Landing Systems;					
	(s) Navigation Procedures;					
	(t) TCAS/ACAS; and					
	(u) ICAO CNS/ATM Systems (An Overview).					
3.3.6	**Module 6 Air Traffic Management** has subject matter as the following: (a) Introduction to Air Traffic Management; (b) Controlled Airspace; (c) Flight Rules; (d) ATC Clearance; (e) ATC Requirements for Flight Plans and Aircraft Reports; (f) Flight Information Service (FIS); (g) Alerting Service and Search and Rescue; (h) Communications Services (Mobile, Fixed); (i) Aeronautical Information Service (AIS); and (j) Aerodrome and Airport Services.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.7	**Module 7 Meteorology** has subject matter as the following: (a) Atmosphere; (b) Atmospheric Temperature and Humidity; (c) Atmospheric Pressure; (d) Pressure, Wind Relationships; (e) Winds Near the Earth's Surface; (f) Wind in The Free Atmosphere; (g) Turbulence; (h) Vertical Motion in The Atmosphere; (i) Formation of Clouds and Precipitation; (j) Thunderstorms; (k) Aircraft Icing; (l) Visibility and RVR; (m) Volcanic Ash; (n) Surface Observations, Upper-Air Observations and Station Model; (o) Air Masses and Fronts, Frontal Depressions;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(p) Weather at Fronts and Other Parts of the Frontal Depression;					
	(q) Other Types of Pressure Systems;					
	(r) General Climatology, Weather in The Tropics;					
	(s) Aeronautical Meteorological Reports;					
	(t) Analysis of Surface and Upper-Air Charts;					
	(u) Prognostic Charts;					
	(v) Aeronautical Forecasts; and					
	(w) Meteorological Service for International Air Navigation.					
3.3.8	**Module 8 Mass (Weight) and Balance Control** has subject matter as the following: (a) Introduction to Mass and Balance; (b) Load Planning; (c) Calculation of Payload and Load Sheet Preparation; (d) Aircraft Balance and Longitudinal Stability; (e) Moments and Balance; (f) The Structural Aspects of Aircraft Loading; (g) Dangerous Goods and Other Special Cargo; and (h) Issuing Loading Instructions.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.9	**Module 9 Flight Planning** has subject matter as the following: (a) Introduction to Flight Planning; (b) Turbo-Jet Aircraft Cruise Control Methods; (c) Flight Planning Charts and Tables for Turbine Engine Aircraft; (d) Calculation of Flight Time and Minimum Fuel for Turbine Engine Aircraft; (e) Route Selection; (f) Flight Planning Situations; (g) Terrain Awareness / CFIT Avoidance; (h) Re Clearance; (i) The Flight Phases; (j) Documents to Be Carried on Flights; (k) Flight Planning Exercises; (l) Threats and Hijacking; (m) EDTO/ETOPS; and (n) Computerize and Flight Planning System (Related to company use).	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.10	**Module 10 Flight Monitoring** has subject matter as the following: (a) Position of Aircraft; (b) Effects of ATC Reroutes;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(c) Flight Equipment Failures;					
	(d) En Route Weather Changes;					
	(e) Emergency Situations;					
	(f) Flight Monitoring Resources;					
	(g) Position Reports;					
	(h) Ground Resource Availability; and					
	(i) Aircraft Tracking System.					
3.3.11	**Module 11 Communication – Radio** has subject matter as the following: (a) International Aeronautical Telecommunications Service; (b) Elementary Radio Theory; (c) Aeronautical Fixed Service; (d) Aeronautical Mobile Service; (e) Radio Navigation Service; and (f) Automated Aeronautical Service.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.12	**Module 12 Operations Manual, Part A – General/Basic** has subject matter as the following: (a) Organization and Responsibilities; (b) Operational Control and Supervision; (c) Crew Composition; (d) Qualification Requirements; (e) Crew Health Precautions; (f) Flight Time Limitations; (g) Operating Procedures; (h) Handling, Notification and Reporting Occurrences; (i) Aircraft Leasing; and etc.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.13	**Module 13 Operations Manual, Part B – Airplane Type Related Training** has subject matter as the following: (a) General Concept of Operations Manual Part B (b) Minimum Equipment List; and (c) Configuration Deviation List.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.14	**Module 14 Operations Manual, Part C – Route and Aerodrome Instructions and Information** has subject matter as the following: (a) Route and Aerodrome; (b) Route Information; and (c) Aeronautical Chart for company used.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.15	**Module 15 Specific Approvals Training (if applicable)** has subject matter as the following: (a) PBN Operations, RVSM, FANS, EFBs, PBCS and AWO etc.	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(i) Specific Aircraft Equipment's;					
	(ii) Flight Planning;					
	(iii) MEL/CDL Requirements;					
	(iv) Normal/Abnormal Procedures; and					
	(v) Contingency Procedures.					
	(b) ETOPS/EDTO					
	(i) ETOPS/EDTO Regulations and Operations Approval;					
	(ii) Aircraft Performance;					
	(iii) Dispatch Procedures;					
	(iv) Diversion Procedures;					
	(v) Area of Operations;					
	(vi) Fuel Requirements;					
	(vii) Dispatch Considerations MEL/CDL;					
	(viii) Weather Minima, And Alternate Airports Selection; and					
	(ix) Documentation.					
3.3.16	**Module 16 Crisis Management** has subject matter as the following: (a) Emergency Response Plan.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.17	**Module 17 Safety Management Systems** refer to the company Safety Management Systems training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.18	**Module 18 Aviation Security Awareness (Emergencies and Abnormal Situations)** refer to the approved Aviation Security training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.19	**Module 19 Quality Management System** refer to the company Quality Management Safety training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.20	**Module 20 Transport of Dangerous Goods by Air** refer to the approved Dangerous Goods training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.3.21	**Module 21 Crew Resource Management or Human Factor** refer to the company Crew Resource Management or Human Factor training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
3.4	Has the Initial Training (Newly Hire) Phase Two (Applied practical training) include 4 modules as the following: (a) Module 1: Applied practical flight operations; (b) Module 2: Flight Simulator Line Oriented Flight Training (LOFT) Observation; (c) Module 3: On the Job training; and (d) Module 4: Familiarization Flights.	AOCR Iss.2 Rev.1 App. D Item 7.2				

No	Subject	Reference	S	U	N/A	Comment
3.5	The Initial Training (Newly hire) shall be conducted with a minimum of 76 hours.	AOCR Iss.2 Rev.1 App. D Item 8.1				
3.6	The maximum training hours per day shall be 8 hours.	AOCR Iss.2 Rev.1 App. D Item 7				
3.7	Has the Flight Operations Officer/Flight Dispatcher passed the theoretical examination (70% passed)	AOCR Iss.2 Rev.1 App. D Item 10.1				
3.8	Was Phase One (Basic Knowledge) training conducted by Flight Dispatcher Instructor.	AOCR Iss.2 Rev.1 App. D Item 11				
3.9	The Flight Operations Officer/Flight Dispatcher shall apply Practical Flight Operations training under supervision of Flight Dispatcher Instructor with **minimum 8 hours**.	AOCR Iss.2 Rev.1 App. D Item 8				
3.10	Has the Flight Operations Officer/Flight Dispatcher attend Flight Simulator Line Oriented Flight Training (LOFT) observation **1 Session (4 Hours).**	AOCR Iss.2 Rev.1 App. D Item 8				
3.11	If the Flight Operations Officer/Flight Dispatcher could not carry out the Flight Simulator Line Oriented Flight Training (LOFT) observation, flight operations officer/flight dispatcher shall apply familiarization flight **additional 2 sectors**.	AOCR Iss.2 Rev.1 App. D Item 8				
3.12	The Flight Operations Officer/Flight Dispatcher shall attend the On the Job Training (OJT) **30 Working Days** under the supervision of experienced flight operations officer/flight dispatcher or flight dispatcher instructor or personnel who has the competence in the flight operations function.	AOCR Iss.2 Rev.1 App. D Item 8				
3.13	Has the Flight Operations Officer/Flight Dispatcher attend familiarization flight **4 Sectors** with different route.	AOCR Iss.2 Rev.1 App. D Item 8				
3.14	If the operator has more than one aircraft type fleet used, the familiarization flight shall apply to all aircraft fleet and should be covered with the different routes for the Initial Training Program.	AOCR Iss.2 Rev.1 App. D Item 8				
3.15	The Flight Operations Officer/Flight Dispatcher shall apply the Applied practical training within 3 months after complete the theoretical class.	AOCR Iss.2 Rev.1 App. D Item 8				
3.16	In the event that the Flight Operations Officer/Flight Dispatcher has been completed training, and not performed his or her duties as an operating Flight Operations Officer/ Flight Dispatcher for more than 6 months, the flight operations officer/flight dispatcher shall re-attend the training course and pass the examination before resuming their duties	AOCR Iss.2 Rev.1 App. D Item 13.4				

No	Subject	Reference	S	U	N/A	Comment
3.17	Has the Flight Operations Officer/Flight Dispatcher passed the proficiency check after passed the theoretical examination.	AOCR Iss.2 Rev.1 App. D Item 10.2				
3.18	The flight operations officers /flight dispatchers shall undergo proficiency check to demonstrate their proficiency to the flight dispatcher instructor or the personnel who has the competent in the flight operations function.	AOCR Iss.2 Rev.1 App. D Item 10.2				
4	**Recurrent Training Program**					
4.1	**Recurrent Training Program** required conducted annually for flight operations officer/flight dispatcher license holder, who has been trained and qualified. flight operations officer/flight dispatcher shall receive recurrent training and a proficiency test within the appropriate period to maintain currency.	AOCR Iss.2 Rev.1 App. D Item 6.3				
4.2	Does the training syllabus for Phase One (Basic Knowledge) consist of the mandatory, additional subjects and minimum training hours as specified in AOCR Iss.2 Rev.1 App. D Item 8.	AOCR Iss.2 Rev.1 App. D Item 8				
4.3	**Has the Recurrent Training program Phase One (Basic Knowledge) are covered modules as the following**	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.1	**Module 1 Civil Air Law and Regulations** (Additional) has subject matter as the following: (a) Certification of Operators; (b) The Convention on International Civil Aviation (The Chicago Convention); (c) International Air Transport Issues Addressed by The Chicago Convention; (d) The International Civil Aviation Organization (ICAO); (e) Responsibility for Aircraft Airworthiness; (f) Regulatory Provisions of the Flight Manual; and (g) The Aircraft Minimum Equipment List (MEL).	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.2	**Module 2 Aviation Indoctrinations / Aviation Instruction** (Additional) has subject matter as the following: (a) Civil Aviation Regulatory, Civil Aviation Law, ICAO Annex Including Applicable Regulation; (b) Operator Policies, Procedures, Rules and Regulations;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(c) Provisions and Limitation of the Air Operator Certificate Issued to The Operator Including Operations Specification; (d) The Aircraft Minimum Equipment List (MEL); (e) Regulatory Provisions of the Flight Manual; (f) The Dispatcher Procedure and Manual; (g) Aviation Terminology and Terms of Reference; (h) Theory of Flight and Flight Operations; (i) Aircraft Propulsion Systems; and (j) Aircraft Terminology and Terms of Reference.					
4.3.3	**Module 3 Aircraft System** (Mandatory) has subject matter as the following: (a) Aircraft General; (b) Power Plants System; (c) Electrical System; (d) Hydraulic System; (e) Fuel System; (f) Pneumatic System; (If Applicable) (g) Air Conditioning and Pressurization; (h) Flight Control; (i) Landing Gear and Brake Systems; (j) Ice and Rain Protection; (If Applicable) (k) Equipment and Furnishing; (l) Navigation Equipment; (m) Auto Flight System; (If Applicable) (n) Flight Instrument; (o) Communication Equipment; (p) Warning System; (q) Fire Protection System; (r) Oxygen System; (If Applicable) (s) Lighting; (t) Emergency Equipment; and (u) Auxiliary Power Unit (APU) (If Applicable).	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.4	**Module 4 Aircraft Mass (Weight) And Performance.** (Mandatory) **(Related to Company Aircraft Use)** has subject matter as the following: (a) Basic Principles for Flight Safety; (b) Basic Mass (Weight) And Speed Limitations; (c) Take-Off Runway Requirements; (d) Climb Performance Requirements; (e) Landing Runway Requirements; (f) Buffet Boundary Speed Limitations; (g) Adverse Flight Condition; and (h) Contaminated Runway Operations.	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
4.3.5	**Module 5 Navigation** (Additional) has subject matter as the following: (a) Position, Distance and Time; (b) True, Magnetic and Compass Direction; (c) Gyro Heading Reference and Grid Direction; (d) Introduction to Chart Projection: (i) The Gnomonic Projection; (ii) The Mercator Projection; (iii) Great Circles on Mercator Charts; (iv) Other Cylindrical Projections; (v) Lambert Conformal Conic Projections; and (vi) The Polar Stereographic Projection. (e) ICAO Chart Requirements; (f) Charts Used by A Typical Operator; (g) Measurement of Airspeed; (h) Track and Ground Speed; (i) Use of Slide-Rules, Computers and Scientific Calculators; (If Applicable) (j) Measurement of Aircraft Altitude; (k) Point of No Return; (l) Critical Point; (m) General Determination of Aircraft Position; (n) Introduction to Radio Navigation; (o) Ground-Based Radar and Direction-Finding Stations; (p) Relative Bearings; (q) VOR/DME-Type Radio Navigation; (r) Instrument Landing Systems; (s) Navigation Procedures; (t) TCAS/ACAS; and (u) ICAO CNS/ATM Systems (An Overview).	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.6	**Module 6 Air Traffic Management** (Additional) has subject matter as the following: (a) Introduction to Air Traffic Management; (b) Controlled Airspace; (c) Flight Rules; (d) ATC Clearance; (e) ATC Requirements for Flight Plans and Aircraft Reports; (f) Flight Information Service (FIS); (g) Alerting Service and Search and Rescue; (h) Communications Services (Mobile, Fixed); (i) Aeronautical Information Service (AIS); and	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(j) Aerodrome and Airport Services.					
4.3.7	**Module 7 Meteorology** (Mandatory) has subject matter as the following: (a) Atmosphere; (b) Atmospheric Temperature and Humidity; (c) Atmospheric Pressure; (d) Pressure, Wind Relationships; (e) Winds Near the Earth's Surface; (f) Wind in The Free Atmosphere; (g) Turbulence; (h) Vertical Motion in The Atmosphere; (i) Formation of Clouds and Precipitation; (j) Thunderstorms; (k) Aircraft Icing; (l) Visibility and RVR; (m) Volcanic Ash; (n) Surface Observations, Upper-Air Observations and Station Model; (o) Air Masses and Fronts, Frontal Depressions; (p) Weather at Fronts and Other Parts of the Frontal Depression; (q) Other Types of Pressure Systems; (r) General Climatology, Weather in The Tropics; (s) Aeronautical Meteorological Reports; (t) Analysis of Surface and Upper-Air Charts; (u) Prognostic Charts; (v) Aeronautical Forecasts; and (w) Meteorological Service for International Air Navigation.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.8	**Module 8 Mass (Weight) and Balance Control** (Mandatory) has subject matter as the following: (a) Introduction to Mass and Balance; (b) Load Planning; (c) Calculation of Payload and Load Sheet Preparation; (d) Aircraft Balance and Longitudinal Stability; (e) Moments and Balance; (f) The Structural Aspects of Aircraft Loading; (g) Dangerous Goods and Other Special Cargo; and (h) Issuing Loading Instructions.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.9	**Module 9 Flight Planning** (Mandatory) has subject matter as the following: (a) Introduction to Flight Planning; (b) Turbo-Jet Aircraft Cruise Control Methods;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(c) Flight Planning Charts and Tables for Turbine Engine Aircraft;					
	(d) Calculation of Flight Time and Minimum Fuel for Turbine Engine Aircraft;					
	(e) Route Selection;					
	(f) Flight Planning Situations;					
	(g) Terrain Awareness / CFIT Avoidance;					
	(h) Re Clearance;					
	(i) The Flight Phases;					
	(j) Documents to Be Carried on Flights;					
	(k) Flight Planning Exercises;					
	(l) Threats and Hijacking;					
	(m) EDTO/ETOPS; and					
	(n) Computerize and Flight Planning System (Related to company use).					
4.3.10	**Module 10 Flight Monitoring** (Mandatory) has subject matter as the following: (a) Position of Aircraft; (b) Effects of ATC Reroutes; (c) Flight Equipment Failures; (d) En Route Weather Changes; (e) Emergency Situations; (f) Flight Monitoring Resources; (g) Position Reports; (h) Ground Resource Availability; and (i) Aircraft Tracking System.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.11	**Module 11 Communication – Radio** (Mandatory) has subject matter as the following: (a) International Aeronautical Telecommunications Service; (b) Elementary Radio Theory; (c) Aeronautical Fixed Service; (d) Aeronautical Mobile Service; (e) Radio Navigation Service; and (f) Automated Aeronautical Service.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.12	**Module 12 Operations Manual, Part A – General/Basic** (Mandatory) has subject matter as the following: (a) Organization and Responsibilities; (b) Operational Control and Supervision; (c) Crew Composition; (d) Qualification Requirements; (e) Crew Health Precautions; (f) Flight Time Limitations;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(g) Operating Procedures;					
	(h) Handling, Notification and Reporting Occurrences;					
	(i) Aircraft Leasing; and etc.					
4.3.13	**Module 13 Operations Manual, Part B – Airplane Type Related Training** (Mandatory) has subject matter as the following: (a) General Concept of Operations Manual Part B (b) Minimum Equipment List; and (c) Configuration Deviation List.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.14	**Module 14 Operations Manual, Part C – Route and Aerodrome Instructions and Information** (Additional) has subject matter as the following: (a) Route and Aerodrome; (b) Route Information; and (c) Aeronautical Chart for company used.	AOCR Iss.2 Rev.1 App. D Item 7.1				

4.3.15	**Module 15 Specific Approvals Training (if applicable)** has subject matter as the following:
	(a) PBN Operations, RVSM, FANS, EFBs, PBCS and AWO etc.
	   (i) Specific Aircraft Equipment's;
	   (ii) Flight Planning;
	   (iii) MEL/CDL Requirements;
	   (iv) Normal/Abnormal Procedures; and
	   (v) Contingency Procedures.
	
	(b) ETOPS/EDTO
	   (i) ETOPS/EDTO Regulations and Operations Approval;
	   (ii) Aircraft Performance;
	   (iii) Dispatch Procedures;
	   (iv) Diversion Procedures;
	   (v) Area of Operations;
	   (vi) Fuel Requirements;
	   (vii) Dispatch Considerations MEL/CDL;
	   (viii) Weather Minima, And Alternate Airports Selection; and
	   (ix) Documentation.
		AOCR Iss.2 Rev.1
		App. D Item 7.1				

4.3.16	**Module 16 Crisis Management** has subject matter as the following: (a) Emergency Response Plan.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.17	**Module 17 Safety Management Systems** refer to the company Safety Management Systems training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
4.3.18	**Module 18 Aviation Security Awareness (Emergencies and Abnormal Situations)** refer to the approved Aviation Security training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.19	**Module 19 Quality Management System** refer to the company Quality Management Safety training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.20	**Module 20 Transport of Dangerous Goods by Air** refer to the approved Dangerous Goods training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.3.21	**Module 21 Crew Resource Management or Human Factor** refer to the company Crew Resource Management or Human Factor training program.	AOCR Iss.2 Rev.1 App. D Item 7.1				
4.4	The Recurrent Training shall be conducted with a minimum of 24 hours.	AOCR Iss.2 Rev.1 App. D Item 8.3				
4.5	The maximum training hours per day shall be 8 hours.	AOCR Iss.2 Rev.1 App. D Item 7				
4.6	Has the Flight Operations Officer/Flight Dispatcher passed the theoretical examination (70% passed)	AOCR Iss.2 Rev.1 App. D Item 10.1				
4.7	Was Phase One (Basic Knowledge) training conducted by Flight Dispatcher Instructor.	AOCR Iss.2 Rev.1 App. D Item 11				
4.8	The Flight Operations Officer/Flight Dispatcher shall apply Practical Flight Operations training under supervision of Flight Dispatcher Instructor with **minimum 4 hours**.	AOCR Iss.2 Rev.1 App. D Item 8				
4.9	Has the Flight Operations Officer/Flight Dispatcher attend familiarization flight **2 Sectors**.	AOCR Iss.2 Rev.1 App. D Item 8				
4.10	The Flight Operations Officer/Flight Dispatcher shall apply the Applied practical training within 3 months after complete the theoretical class.	AOCR Iss.2 Rev.1 App. D Item 8				
4.11	In the event that the Flight Operations Officer/Flight Dispatcher has been completed training, and not performed his or her duties as an operating Flight Operations Officer/ Flight Dispatcher for more than 6 months, the flight operations officer/flight dispatcher shall re-attend the training course and pass the examination before resuming their duties	AOCR Iss.2 Rev.1 App. D Item 13.4				
4.12	Has the Flight Operations Officer/Flight Dispatcher passed the proficiency check after passed the theoretical examination.	AOCR Iss.2 Rev.1 App. D Item 10.2				
4.13	The flight operations officers /flight dispatchers shall undergo proficiency check to demonstrate their proficiency to the flight dispatcher instructor or the	AOCR Iss.2 Rev.1 App. D Item 10.2				

No	Subject	Reference	S	U	N/A	Comment
	personnel who has the competent in the flight operations function.					
5	**Difference Aircraft Training**					
5.1	**Difference Aircraft Training** required for flight operations officer/flight dispatcher who has been trained and qualified for changing from one aircraft type to another aircraft type when assigned by the operator to dispatch a new aircraft type. The two areas of emphasis in difference training are the following: (a) The unique features of the specific aircraft; (b) The specific dispatcher duties for that aircraft.	AOCR Iss.2 Rev.1 App. D Item 6.2				
5.2	Does the training syllabus for Phase One (Basic Knowledge) consist of the mandatory, additional subjects and minimum training hours as specified in AOCR Iss.2 Rev.1 App. D Item 8.	AOCR Iss.2 Rev.1 App. D Item 8				
5.3	**Has the Different Aircraft Training program Phase One (Basic Knowledge) are covered modules as the following**	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.1	**Module 2 Aviation Indoctrinations / Aviation Instruction** (Additional) has subject matter as the following: (a) Civil Aviation Regulatory, Civil Aviation Law, ICAO Annex Including Applicable Regulation; (b) Operator Policies, Procedures, Rules and Regulations; (c) Provisions and Limitation of the Air Operator Certificate Issued to The Operator Including Operations Specification; (d) The Aircraft Minimum Equipment List (MEL); (e) Regulatory Provisions of the Flight Manual; (f) The Dispatcher Procedure and Manual; (g) Aviation Terminology and Terms of Reference; (h) Theory of Flight and Flight Operations; (i) Aircraft Propulsion Systems; and (j) Aircraft Terminology and Terms Of Reference.	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.2	**Module 3 Aircraft System** (Mandatory) has subject matter as the following: (a) Aircraft General; (b) Power Plants System; (c) Electrical System;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(d) Hydraulic System;					
	(e) Fuel System;					
	(f) Pneumatic System; (If Applicable)					
	(g) Air Conditioning and Pressurization;					
	(h) Flight Control;					
	(i) Landing Gear and Brake Systems;					
	(j) Ice and Rain Protection; (If Applicable)					
	(k) Equipment and Furnishing;					
	(l) Navigation Equipment;					
	(m) Auto Flight System; (If Applicable)					
	(n) Flight Instrument;					
	(o) Communication Equipment;					
	(p) Warning System;					
	(q) Fire Protection System;					
	(r) Oxygen System; (If Applicable)					
	(s) Lighting;					
	(t) Emergency Equipment; and					
	(u) Auxiliary Power Unit (APU) (If Applicable).					
5.3.3	**Module 4 Aircraft Mass (Weight) And Performance.** (Mandatory) **(Related to Company Aircraft Use)** has subject matter as the following: (a) Basic Principles for Flight Safety; (b) Basic Mass (Weight) And Speed Limitations; (c) Take-Off Runway Requirements; (d) Climb Performance Requirements; (e) Landing Runway Requirements; (f) Buffet Boundary Speed Limitations; (g) Adverse Flight Condition; and (h) Contaminated Runway Operations.	AOCR Iss.2 Rev.1 App. D Item 7.1				

5.3.4	**Module 5 Navigation** (Additional) has subject matter as the following:
	(a) Position, Distance and Time;
	(b) True, Magnetic and Compass Direction;
	(c) Gyro Heading Reference and Grid Direction;
	(d) Introduction to Chart Projection:
	   (i) The Gnomonic Projection;
	   (ii) The Mercator Projection;
	   (iii) Great Circles on Mercator Charts;
	   (iv) Other Cylindrical Projections;
	   (v) Lambert Conformal Conic Projections; and
	   (vi) The Polar Stereographic Projection.
	
	(e) ICAO Chart Requirements;
	(f) Charts Used by A Typical Operator;
		AOCR Iss.2 Rev.1
		App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(g) Measurement of Airspeed;					
	(h) Track and Ground Speed;					
	(i) Use of Slide-Rules, Computers and Scientific Calculators; (If Applicable)					
	(j) Measurement of Aircraft Altitude;					
	(k) Point of No Return;					
	(l) Critical Point;					
	(m) General Determination of Aircraft Position;					
	(n) Introduction to Radio Navigation;					
	(o) Ground-Based Radar and Direction-Finding Stations;					
	(p) Relative Bearings;					
	(q) VOR/DME-Type Radio Navigation;					
	(r) Instrument Landing Systems;					
	(s) Navigation Procedures;					
	(t) TCAS/ACAS; and					
	(u) ICAO CNS/ATM Systems (An Overview).					
5.3.5	**Module 8 Mass (Weight) and Balance Control** (Mandatory) has subject matter as the following: (a) Introduction to Mass and Balance; (b) Load Planning; (c) Calculation of Payload and Load Sheet Preparation; (d) Aircraft Balance and Longitudinal Stability; (e) Moments and Balance; (f) The Structural Aspects of Aircraft Loading; (g) Dangerous Goods and Other Special Cargo; and (h) Issuing Loading Instructions.	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.6	**Module 9 Flight Planning** (Mandatory) has subject matter as the following: (a) Introduction to Flight Planning; (b) Turbo-Jet Aircraft Cruise Control Methods; (c) Flight Planning Charts and Tables for Turbine Engine Aircraft; (d) Calculation of Flight Time and Minimum Fuel for Turbine Engine Aircraft; (e) Route Selection; (f) Flight Planning Situations; (g) Terrain Awareness / CFIT Avoidance; (h) Re Clearance; (i) The Flight Phases; (j) Documents to Be Carried on Flights; (k) Flight Planning Exercises; (l) Threats and Hijacking;	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
	(m) EDTO/ETOPS; and (n) Computerize and Flight Planning System (Related to company use).					
5.3.7	**Module 10 Flight Monitoring** (Additional) has subject matter as the following: (a) Position of Aircraft; (b) Effects of ATC Reroutes; (c) Flight Equipment Failures; (d) En Route Weather Changes; (e) Emergency Situations; (f) Flight Monitoring Resources; (g) Position Reports; (h) Ground Resource Availability; and (i) Aircraft Tracking System.	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.8	**Module 11 Communication – Radio** (Additional) has subject matter as the following: (g) International Aeronautical Telecommunications Service; (h) Elementary Radio Theory; (i) Aeronautical Fixed Service; (j) Aeronautical Mobile Service; (k) Radio Navigation Service; and (l) Automated Aeronautical Service.	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.9	**Module 12 Operations Manual, Part A – General/Basic** (Additional) has subject matter as the following: (a) Organization and Responsibilities; (b) Operational Control and Supervision; (c) Crew Composition; (d) Qualification Requirements; (e) Crew Health Precautions; (f) Flight Time Limitations; (g) Operating Procedures; (h) Handling, Notification and Reporting Occurrences; (i) Aircraft Leasing; and etc.	AOCR Iss.2 Rev.1 App. D Item 7.1				
5.3.10	**Module 13 Operations Manual, Part B – Airplane Type Related Training** (Mandatory) has subject matter as the following: (d) General Concept of Operations Manual Part B (e) Minimum Equipment List; and (f) Configuration Deviation List.	AOCR Iss.2 Rev.1 App. D Item 7.1				

No	Subject	Reference	S	U	N/A	Comment
5.3.11	**Module 14 Operations Manual, Part C – Route and Aerodrome Instructions and Information (Additional)** has subject matter as the following: (a) Route and Aerodrome; (b) Route Information; and (c) Aeronautical Chart for company used.	AOCR Iss.2 Rev.1 App. D Item 7.1				

5.3.12	**Module 15 Specific Approvals Training (if applicable)** has subject matter as the following:
	(a) PBN Operations, RVSM, FANS, EFBs, PBCS and AWO etc.
	   (i) Specific Aircraft Equipment's;
	   (ii) Flight Planning;
	   (iii) MEL/CDL Requirements;
	   (iv) Normal/Abnormal Procedures; and
	   (v) Contingency Procedures.
	
	(b) ETOPS/EDTO
	   (i) ETOPS/EDTO Regulations and Operations Approval;
	   (ii) Aircraft Performance;
	   (iii) Dispatch Procedures;
	   (iv) Diversion Procedures;
	   (v) Area of Operations;
	   (vi) Fuel Requirements;
	   (vii) Dispatch Considerations MEL/CDL;
	   (viii) Weather Minima, And Alternate Airports Selection; and
	   (ix) Documentation.
		AOCR Iss.2 Rev.1
		App. D Item 7.1				

5.4	The Different Aircraft Training shall be conducted with a minimum of 28 hours.	AOCR Iss.2 Rev.1 App. D Item 8.2				
5.5	The maximum training hours per day shall be 8 hours.	AOCR Iss.2 Rev.1 App. D Item 7				
5.6	Has the Flight Operations Officer/Flight Dispatcher passed the theoretical examination (70% passed)	AOCR Iss.2 Rev.1 App. D Item 10.1				
5.7	Was Phase One (Basic Knowledge) training conducted by Flight Operations Officer Instructor.	AOCR Iss.2 Rev.1 App. D Item 11				
5.8	Has the Flight Operations Officer/Flight Dispatcher attend Flight Simulator Line Oriented Flight Training (LOFT) observation **1 Session (4 Hours).**	AOCR Iss.2 Rev.1 App. D Item 8				
5.9	If the Flight Operations Officer/Flight Dispatcher could not carry out the Flight Simulator Line Oriented Flight Training (LOFT) observation, flight operations officer/flight dispatcher shall apply familiarization flight **additional 2 sectors.**	AOCR Iss.2 Rev.1 App. D Item 8				

No	Subject	Reference	S	U	N/A	Comment
5.10	Has the Flight Operations Officer/Flight Dispatcher attend familiarization flight 2 **Sectors**.	AOCR Iss.2 Rev.1 App. D Item 8				
6	**Requalification Training**					
6.1	**Requalification Training** required to requalify the Flight Operations Officer/Flight Dispatcher to who has been trained and qualified by the operator, but who has become unqualified due to not having satisfactorily completed recurrent training, a proficiency check, or loss of recency experience for intervals.	AOCR Iss.2 Rev.1 App. D Item 6.4				
6.2	The operator shall ensure that each Flight Operations Officer/Flight Dispatcher who has become unqualified more than 6 months but less than 12 months is required dispatch at least two (2) flight under the supervision of another Flight Operations Officer/Flight Dispatcher and attend On the Job Training (OJT) for 2 days prior to resuming duties.	AOCR Iss.2 Rev.1 App. D Item 8.4				
6.3	The operator shall ensure that each Flight Operations Officer/Flight Dispatcher who has become unqualified **More than 12 Months but less than 24 Months** is required completes the subjects as described in the Recurrent Training Syllabus minimum 24 training hours and attend On the Job Training (OJT) for 3 days with 2 Familiarization Flight prior to resuming duties.	AOCR Iss.2 Rev.1 App. D Item 8.4				
6.4	The operator shall ensure that each Flight Operations Officer/Flight Dispatcher who has become unqualified **More than 24 Months but less than 36 Months** is required completes the subjects as described in the Recurrent Training Syllabus minimum 36 training hours and attend On the Job Training (OJT) for 7 days with 2 Familiarization Flight prior to resuming duties.	AOCR Iss.2 Rev.1 App. D Item 8.4				
6.5	The operator shall ensure that each Flight Operations Officer/Flight Dispatcher who has become unqualified **More than 36 Months but less than 60 Months** is required completes the subjects as described in the Recurrent Training Syllabus minimum 48 training hours and attend On the Job	AOCR Iss.2 Rev.1 App. D Item 8.4				

No	Subject	Reference	S	U	N/A	Comment
	Training (OJT) for 7 days with 2 Familiarization Flight prior to resuming duties.					
6.6	The operator shall ensure that each Flight Operations Officer/Flight Dispatcher who has become unqualified **More than 60 Months** is required to complete Initial Training Program.	AOCR Iss.2 Rev.1 App. D Item 8.4				
7	**Training Facilities**					
7.1	The number of trainees shall be limited to 25 per classroom except joint training such as CRM, DG, and Aviation Security.	AOCR Iss.2 Rev.1 App. D Item 9				
7.2	If the operator chooses to conduct the CBT as part of distance learning, the review/testing of material delivered should be considered in a classroom environment.	AOCR Iss.2 Rev.1 App. D Item 9.1				
7.3	If the operator chooses to conduct the CBT as part of distance learning, the training program should contain a means of testing or evaluation to ensure training effectiveness, currency, and that training objectives have been met.	AOCR Iss.2 Rev.1 App. D Item 9.1				
8	**Flight dispatcher instructor**					
8.1	A training program and training standardization for Flight Operations Officer/Flight Dispatcher shall be established and Flight Dispatcher Instructor shall be appropriately qualified to integrate elements of Flight Operations Officer/Flight Dispatcher skills and knowledge.	AOCR Iss.2 Rev.1 App. D Item 11				
8.2	Flight Dispatcher Instructors shall receive recurrent training and testing annually to ensure their competency with respect to delegated tasks by using the assessment process acceptable to the Authority, implemented by the operator or training organization.	AOCR Iss.2 Rev.1 App. D Item 11				
8.3	The operators shall select and appoint the flight dispatch with respect to delegated tasks by using the assessment process acceptable to the Authority, implemented by the operator or training organization.	AOCR Iss.2 Rev.1 App. D Item 11				
8.4	Has ensured that Flight Dispatcher Instructor qualification as the following: (a) Have served total 5 years as a full-time qualified flight dispatcher with an airline; (b) Have adequate skills and knowledge of the relevant flight operations and operations control;	AOCR Iss.2 Rev.1 App. D Item 11.1				

No	Subject	Reference	S	U	N/A	Comment
	(c) Have adequate knowledge of the principal duties and responsibilities of the flight operations officer/flight dispatcher as specified in ICAO Annex 6;					
	(d) Have adequate knowledge of the principal aircraft characteristic and performance;					
	(e) Have adequate knowledge which shall include:					
	(i) Civil Air Law and Regulation;					
	(ii) Weight (Mass) and Balance;					
	(iii) Navigation;					
	(iv) Air Traffic Management;					
	(v) Meteorology;					
	(vi) Flight Planning;					
	(vii) Flight Following and Monitoring; and					
	(viii) Communication and radio of aircraft used.					
	(f) Have received instruction in training techniques and skills in order to conduct flight operations officer / flight dispatcher training courses; which shall be included as follows:					
	(i) The learning process;					
	(ii) Elements of effective teaching;					
	(iii) Student evaluation and testing;					
	(iv) Course development;					
	(v) Lesson planning;					
	(vi) Classroom training techniques; and					
	(vii) Facilitation skills.					
	(g) Have demonstrated the knowledge, skills and credibility required to train the flight operations officer / flight dispatcher;					
	(h) Have completed train the trainer course;					
	(i) Have completed flight operations officer / flight dispatcher training;					
	(j) Hold a recent valid flight operations officer / flight dispatcher license;					
	(k) A flight dispatcher instructor holding a recent qualification as a flight dispatcher instructor may continue to be a flight dispatcher instructor after passed the assessment.					
8.5	A flight dispatcher instructor shall be assessed by the operator when conducting the first flight operations officer/flight dispatch training program.	AOCR Iss.2 Rev.1 App. D Item 11.2(a)				

No	Subject	Reference	S	U	N/A	Comment
8.6	The operator shall ensure that the approval valid as long as the instructor remains in the employment of the operator or organization. The assessment shall be valid for a period of 3 years.	AOCR Iss.2 Rev.1 App. D Item 11.2(a)				
8.7	The operator shall ensure that the process for the assessment is included in Operations Manual Part D or be a separate document which shall be approved by the Authority. Describing methods for observing, recording, interpreting, and debriefing the flight dispatcher instructor. All personnel involved in the assessment must be credible and competent in the flight operations function.	AOCR Iss.2 Rev.1 App. D Item 11.2(b)				
8.8	For recency of the 3 years validity period, the flight dispatcher instructor shall: (a) Conduct at least 1 training class in any 12 months' period; and (b) Be assessed within the last 6 months of the 3 years' validity period by the operator. If this requirement is not met, then the instructor shall conduct one training session under the supervision of a qualified instructor prior to resuming any training; and (c) Flight dispatch instructors who have conducted at least one training session in the previous 12 months shall receive recurrent training, which shall be included all subjects in the operator's approved training program, except for the subjects instructed by the flight dispatch instructors. If this requirement is not met, the flight dispatch instructors shall receive recurrent training for all subjects, in accordance to the operator's approved training program.	AOCR Iss.2 Rev.1 App. D Item 11.3 (a) – (c)				
8.9	If the operator chooses not to establish its own flight dispatcher training, another operator, a third party or a training organization may be contracted to provide the training. In the case of contracted flight dispatcher training, the operator shall ensure that the content of the course covers the specific culture, the type of operations, and the associated procedures of the operator.	AOCR Iss.2 Rev.1 App. D Item 11.4				
9	**Records of flight operations officer training and Tests**					
9.1	The operator shall have and maintain a system for the management and control of all training records	AOCR Iss.2 Rev.1 App. D Item 12				

No	Subject	Reference	S	U	N/A	Comment
	to ensure the content and retention of such records is in accordance with the Authority regulations, as applicable, to ensure records are subjected to standardized processes for: (a) Identification; (b) Legibility; (c) Maintenance; (d) Retrieval; (e) Protection and security; and (f) Disposal, deletion (electronic records) and archiving.					
9.2	Has the records retention period shall be minimum of 3 years.	AOCR Iss.2 Rev.1 App. D Item 12.1				
9.3	The training record should include, but not limited to: (a) Training (training dates, proficiency assessments, test records, course content, etc.); (b) Aircraft familiarization (including flight package, voyage report as applicable); and (c) Special training, if applicable	AOCR Iss.2 Rev.1 App. D Item 12.1				
9.4	The operators shall keep records for all flight operations officer to show when the next training and tests are due for the recurrent. There should also be an effective system to guard against his/her duty being rostered when training and tests are overdue.	AOCR Iss.2 Rev.1 App. D Item 12.2				
9.5	The records of all initial training, aircraft type-specific training/operator, recurrent training, differences training, route familiarization flights, and proficiency check of all flight operations officer/flight dispatcher shall be made fully available when requested by the Authority.	AOCR Iss.2 Rev.1 App. D Item 12.3				
9.6	When utilizing an electronic system for the management and control of training records, the operator ensures the system provides for a scheduled generation of back-up record files.	AOCR Iss.2 Rev.1 App. D Item 12.4				
9.7	To facilitate inspection by the Authorized Officers, all flight operations officer/flight dispatcher must carry their license issued by the Authority whenever they are on duty.	AOCR Iss.2 Rev.1 App. D Item 12.5				
9.8	The operator should maintain the following training program materials: (a) Current training program contents and lesson plans;	AOCR Iss.2 Rev.1 App. D Item 12.6				

No	Subject	Reference	S	U	N/A	Comment
	(b) Validation of training program and results; and					
	(c) An annual program update/review.					
9.9	The operator is required to maintain the following records of their instructors and examiners: (a) Qualifications and training record; (b) Training classes observed and conducted; (c) Examinations received and conducted; (d) Checks as carried out by the authorized personnel; (e) Records of performance review; and (f) Licenses and certificates in accordance with regulatory requirements.	AOCR Iss.2 Rev.1 App. D Item 12.7				

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:………………………………………………………………………