AME Training and Examinations   COA 800

CAR 30(2A) and 30A

Applicant: .... File Ref: .... DO: ....

Carry out an assessment of the applicant's System of Quality Control/Procedures Manual to ensure that they meet the requirements of CAR 30(2D).

In conjunction with an acceptable manual and facilities inspections, assess the application against the criteria of this checklist.

During the inspection(s) interview principal staff to ensure that each fully understands the content of the applicant's System of Quality Control/Procedures Manual and its implications.

Extensive research should be undertaken with each application to determine what items are fundamental and to ensure that the applicant has the necessary fundamentals to satisfactorily carry out the tasks for which he/she has applied.

Because a fundamental item is not on this checklist does not imply that there is no requirement for the item.

> **Important: The scope and size of the applicant's proposed organisation will determine the applicability of the checklist items. The content of the checklist is not absolute.**
>
> **The checklist is provided in the form of questions to respond to, which are *not* in all cases intended to indicate essential requirements, but to aid the person performing the assessment in addressing the requirements of CAR 30.**

As applicable, this checklist to be used in conjunction with:

- COA 200. System of Quality Control and Procedures Manual: General
- COA 202. System of Quality Control and Procedures Manual: System of Computer Control.

General

Verify by inspection and interview that the procedures laid down in the System of Quality Control/Procedures Manual have been put in place at the location(s) outlined in the application. For further guidance with the use of these checklists refer to the *AME Licensing Procedures Manual*.

Training   Yes, No or N/A

Training Package

Ensure that the proposed training package(s) comply with the following:

- Print masters and student handouts are of acceptable quality   ....
- Print masters reflect the current modification or equipment installation standard   ....
- Training aids are available and relevant.   ....

Accommodation and Amenities

Ensure that the proposed training room:

- Is adequate for the class size   ....
- Contains appropriate furniture with acceptable spacing   ....
- Has acceptable lighting   ....
- Is not affected by external noise   ....
- Has an acceptable environment.   ....

Ensure that reference materials including manufacturer's manuals, charts and diagrams are available to students and up to date.   ....

Yes, No or N/A

Conduct of Training

Ensure that the instructor:

- Has been trained for and is competent in instructional techniques ....

- Is familiar with course technical content including modifications or new equipment. ....

Ensure that the time allowed in the course program is appropriate, or that flexibility exists for extension of time as necessary. ....

Ensure that Examiner Authorities for appropriate staff are current. ....

Remarks: ....

....

Examination

Examination Libraries

Ensure that the examination library is:

- Approved by the Authority and has been endorsed by an appropriate Examiner Authority holder ....
- Stored in a secure manner approved by the Authority ....
- At the current modification status of the topic to which it relates ....
- In accord with the CASA syllabus to which it relates ....
- Validated, analysed and reviewed if it has been used previously. ....

Accommodation and Amenities

Besides the criteria above, facilities must:
- Have a clock visible by all candidates ....
- Be free from display of information or objects which may influence candidates. ....

Conduct of Examinations

Ensure that examination facilitators are aware of their responsibilities in regard to:
- Proper supervision ....
- Time limitations ....
- Property of candidates which may influence their answers to examination questions ....
- Gathering of all examination materials at the completion of the examination
  - ° Rough working sheets ....
  - ° Question sheets ....
  - ° Response sheets. ....

Remarks: ....

....

Assessment completion date: ....

Name of person performing the assessment: ....