



Applicant

Locality

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Classrooms and Training Areas

- Number/size adequate for purpose Satisfactory Unsatisfactory
- Student accommodation
 - Seating/writing Satisfactory Unsatisfactory
 - Visibility Satisfactory Unsatisfactory
 - Hearing Satisfactory Unsatisfactory
 - Minimal visual and aural distractions Satisfactory Unsatisfactory
- Heating/cooling/ventilation/lighting..... Satisfactory Unsatisfactory
- Equipment as specified by syllabus available, such as blackboards, whiteboards, viewgraphs, projectors, videos etc Satisfactory Unsatisfactory

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Special Equipment

- Syllabus-identified training aids adequate for purpose..... Satisfactory Unsatisfactory

Note Some items — for example, synthetic flight trainers — may require approval in their own right

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Briefing Rooms

- Rooms to conduct briefings for competency/proficiency checks and flight training.
 - Number/size appropriate to task..... Satisfactory Unsatisfactory
 - Adequately furnished/equipped..... Satisfactory Unsatisfactory

Recording system

- Security
 - Controlled access..... Satisfactory Unsatisfactory
 - Privacy/tampering..... Satisfactory Unsatisfactory
 - Adequate/effective/usable Satisfactory Unsatisfactory

Course Records

- Adequate to monitor effectiveness of training system Satisfactory Unsatisfactory

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Individual Training Records

- Detailed records kept with respect to each operating crew member, recording at least:
 - Each ground training course completed or attempted, including the results for each phase or subject and the final assessment of the standard achieved Satisfactory Unsatisfactory
 - Each endorsement training course completed or attempted including the results of each phase of the training, the number of times each exercise was undertaken and the results of checks or tests Satisfactory Unsatisfactory
 - Each flight or simulator proficiency check completed or attempted, including the number of times each exercise was undertaken and the results of the tests or checks Satisfactory Unsatisfactory
 - Any other period of training over and above that prescribed, undertaken in an aircraft or simulator, including the exercises completed or attempted, and an assessment of the standard achieved Satisfactory Unsatisfactory

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Examination Facilities

- Exam rooms/area adequate for purpose..... Satisfactory Unsatisfactory
- Equipment adequate for purpose Satisfactory Unsatisfactory
- Secure storage for exam papers
 - Unused papers Satisfactory Unsatisfactory
 - Completed papers Satisfactory Unsatisfactory

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Administration

- Adequate accommodation/facilities Satisfactory Unsatisfactory
- Adequate support services Satisfactory Unsatisfactory
- Training schedules coordinated with operational needs Satisfactory Unsatisfactory
- Adequate qualified staff available to conduct training courses..... Satisfactory Unsatisfactory
- Facilities available for the production of required training notes and material Satisfactory Unsatisfactory

Comments:
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Signed: **Printed Name:**
Flying Operations Inspector

Date: