



**NIGERIAN CIVIL AVIATION AUTHORITY**  
**AVIATION HOUSE**  
P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

**CL: O-OPS 005B EVALUATE FLIGHT CREW TRAINING PROGRAMME MANUAL**

Record ID:	Protocol #	Tracking #	Activity #
Date Accomplished	Action Taken	Inspector	Type of Operation:
Air Operator/Organization	Aircraft Make/Model:	Location #	

**Instructions for Use:**

1. Check `S` column if you reviewed the record, procedure or event and it is `Satisfactory`.
2. Check `U` column if you reviewed the record, procedure or event and it is `Unsatisfactory`.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

S/N	OVERALL MANUAL PRESENTATION	S	U	NS	NA
1.	Checklist O-OPS 020B Completed Satisfactory				
	<b>TRAINING ORGANIZATION</b>	S	U	NS	NA
2.	Structure of the training and checking organization adequate				
3.	Training policies and directives are provided, including AUTHORITY approval process where required				
	<b>INSTRUCTORS AND EXAMINERS</b>	S	U	NS	NA
4.	List of designated Training & Checking Personnel				
5.	Adequate and properly qualified ground and flight instructors available to meet training needs:				
	(a) Minimum crew complement and minimum crew qualifications for specific types of training specified				
	(b) Maximum numbers and qualifications of persons to be carried on training flights specified				
	(c) Minimum qualifications and experience and training requirements for Training and Checking Personnel specified				
6.	Specific flight time limitations for Training and Checking personnel specified				
7.	Command responsibility during training and checking flights specified				
	<b>SYLLABI</b>	S	U	NS	NA
8.	Each Training course contain:				
	(a) Course Outline				
	(b) Detailed syllabus covering the requirements of the Nig. CARs				
	(c) Lesson plans				
9.	The written programme provides for:				
	(a) Company Procedure Indoctrination				
	(b) Initial				
	(c) Transition (Conversion)				
	(d) Re-qualification				
	(e) Upgrade				
	(f) Differences				
	(g) Recurrent				
	(h) Normal Procedures				
	(i) Abnormal & Emergency Procedures				
	(j) Recency of Experience Training				
	(k) Number of training hours specified for each curriculum segment				
	(l) The number of training hours realistic for the degree of complexity of the individual training module				

10.	Initial & Recurrent Dangerous Goods training include:				
	(a) Training in the safe transportation and recognition of all dangerous Goods permitted to be shipped by air				
	(b) Proper packing				
	(c) Proper marking				
	(d) Proper labeling				
	(e) Proper documentation of dangerous articles and magnetized materials				
	(f) A method of providing any required notification of an accident or incident involving dangerous goods				
11.	Initial & Recurrent Security training				
12.	Initial & Recurrent Crew Resource Management				
13.	Safety Management				
14.	Human Factor				
15.	Initial & Recurrent Aircraft Ground Training				
16.	Aircraft Differences training				
17.	Specific Aircraft Emergency Procedures, including assignments and crew co-ordination				
18.	Individual Instructions in the use of onboard emergency equipment (Fire Extinguisher, Breathing, First Aid, Emergency Exits/Evacuation slides, and Oxygen System)				
19.	Training in rapid decompression, ditching, firefighting, evacuation, medical, hijacking and disruptive passengers				
20.	A written policy on Ground Proximity Warning System (GPWS) has been developed and documented				
21.	Procedures and Training requirements of Controlled Flight Into Terrain (CFIT) provided				
22.	A written policy and instructions for the avoidance and the use of airborne collision avoidance system (ACAS) provided				
23.	Procedures and Training requirements of ACAS provided				
24.	Procedures and Training requirements of Upset Recovery Training (UPRT) provided				
<b>PROCEDURES FOR TRAINING AND CHECKING</b>		<i>S</i>	<i>U</i>	<i>NS</i>	<i>NA</i>
25.	Do the procedures for training and checking include:				
	(a) Procedures to be applied in the event that personnel do not achieve or maintain the required standard				
	(b) Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures, and simulation of IMC by artificial means, are not simulated during commercial air transportation flights				
<b>TRAINING FACILITIES</b>		<i>S</i>	<i>U</i>	<i>NS</i>	<i>NA</i>
26.	Adequate ground and flight training facilities to meet training needs and objectives.				
27.	A current list of approved training materials, equipment, training devices, simulators, etc. to meet the training needs				
<b>EXAMINATIONS</b>		<i>S</i>	<i>U</i>	<i>NS</i>	<i>NA</i>
28.	Procedures for the conduct of examinations				
29.	Procedures to require that flight crew are properly trained and examined on abnormal and emergency conditions				
30.	Maneuver Tolerances during checks has been provided				
<b>DOCUMENTATION</b>		<i>S</i>	<i>U</i>	<i>NS</i>	<i>NA</i>
31.	A record system acceptable to the Authority to show compliance with appropriate training and currency requirements				
32.	Information on documentation to be stored and storage period include the requirement that all documentation required by the appropriate authority or the authority of a foreign country in which the operator operates, be retained for the time specified by the respective authority or for the time period needed to show				

	compliance with appropriate regulations or the operations manual, whichever is longer				
33.	Specimen Training and Checking Record Forms provided, including specimen certificates				
<b>SPECIALISED OPERATIONS</b>		<i>S</i>	<i>U</i>	<i>NS</i>	<i>NA</i>
34.	The following training has been described in detail or referenced in another manual:				
	(a) Low Minimums Operation, including low visibility takeoff and category II and III operations				
	(b) Extended Range Operations.				
	(c) PIC Right Seat Qualification.				
	(d) Reduced Vertical Separation Minimums (RVSM).				
	(e) Performance-based Navigation (PBN).				
	(f) Operation of more than one aircraft type or variant.				

**RECOMMEND ACCEPTANCE:**     YES     NO (Reasons cited below)

**REMARKS & OBSERVATIONS**

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**INSPECTOR'S SIGNATURE**