



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

**CL: O-OPS 020 REVIEW OF MANUAL CONTAINING SIMULATOR/TRAINING
 DEVICE PROCESS CHECKLIST**

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.

Order/CL No.	Inspector	Type of Manual	Operator/Applicant			
Date Received	Date accomplished					
<i>The inspector must -</i>						
(a) Review the regulatory requirements of the Civil Aviation (Air Operator Certification and Administration) Regulations, on General Requirements; Testing and Training for Pilot Licences of Civil Aviation (Personnel Licensing) Regulations, on Aircraft Operating And Performance Limitations of the Civil Aviation (Operations of Aircraft) Regulations, of Civil Aviation (Operation of Aircraft) Regulations and Civil Aviation (Approved Training Organization) Regulations as applicable in which simulators or synthetic training devices may be used and note details of the minimum requirements and any restrictions on their use.						
(b) Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Simulators / Training Devices process.						
(c) Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Simulators / Training Devices process.						
(d) Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.						
(e) Identify the person who has overall responsibility for the Simulators / Training Devices process.						
(f) Identify the person who has overall authority for the Simulators / Training Devices process.						
(g) Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.						
(h) Review the appropriate organizational chart.						
Requirement			Assessment			
			S	U	NS	N/A
1. Does the Certificate Holder's manual-						
(a) Meet the specific regulatory and NCAA policy requirements for a Simulators / Training Devices process:						

(b)	Contain general policies for the Simulators / Training Devices process that comply with the specific regulatory requirements?				
(c)	Cite the regulatory requirements pertinent to the task?				
(d)	Contain the duties and responsibilities for personnel who will accomplish the Simulators / Training Devices process?				
(e)	Include instructions and information for personnel to meet the requirements of the Simulators / Training Devices process?				
(f)	Specify procedures, instructions and information necessary to ensure it maintains the performance, functional, and other characteristics that are required for approval of each aeroplane simulator and training device?				
(g)	Contain instructions and procedures to ensure that simulators and training devices are configured the same way as the aeroplane they represent?				
(h)	Contain instructions and procedures to ensure the use of a daily discrepancy log to report discrepancies at the end of each training or check flight?				
(i)	Specify that each flight training device to be used by the Certificate Holder or training centre for any of the purposes set forth in the NCAR must be approved by the Authority for its intended use?				

Requirement	Assessment			
	S	U	NS	N/A
(j) Require each training device approved for use in an approved crew training programme to be part of a continuing programme to provide for its serviceability to perform its intended function as approved by the NCAA?				
(k) Require each training device approved for use in an approved crew training programme to be part of a continuing programme to provide for its fitness to perform its intended function as approved by the NCAA?				
(l) Include the duties and responsibilities of those who manage the work required by the Simulators / Training Devices process?				
(m) Include instructions and information for those who manage the work required by the Simulators / Training Devices process?				
(n) Clearly and completely document the authority for this position?				
(o) Clearly and completely document their qualification standards for the person having responsibility for the Simulators / Training Devices process?				
(p) Clearly and completely document the qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Simulators / Training Devices process?				
(q) Clearly and completely document the procedures for delegation of authority for the Simulators / Training Devices process?				
2. If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?				
<i>Note: In the following checks, reference is made to "controls". Controls are checks and restraints designed into a process to ensure a desired result. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with. Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).</i>				
3. Are the following controls built into the Simulators / Training Devices process to ensure that -				
(a) The simulators and training devices are configured the same way as the aeroplane they represent?				
(b) The Certificate Holder uses a maintenance log to report simulator and training device discrepancies?				
(c) The Certificate Holder uses a maintenance log to correct simulator and training device discrepancies?				
(d) The Certificate Holder upgrades its simulators and training devices to reflect operational/fleet changes and ensures that these changes were communicated to the training programme and inspection department?				
(e) The Certificate Holder's simulators and training devices are configured to meet low altitude wind shear training requirements?				
4. Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Simulators / Training Devices process?				

Requirement	Assessment			
	S	U	NS	N/A
5. Does the Certificate Holder's Simulators / Training Devices have a process that would reveal if-				
(a) Simulators and training devices were not configured the same way as the aeroplane they represent?				
(b) The Certificate Holder did not use a maintenance log to report simulator and training device discrepancies?				
(c) The Certificate Holder did not use a maintenance log to correct simulator and training device discrepancies?				
(d) The Certificate Holder did not upgrade its simulators and training devices to reflect operational/fleet changes and ensure that these changes were communicated to the training programme and inspection department?				
(e) The Certificate Holder's simulators and training devices were not configured to meet low altitude wind-shear training requirements?				
5. Does the Certificate Holder document its process measurement methods and results?				
6. Does the organization that conducts the process measurements have direct access to the person with responsibility for the Simulators / Training Devices process?				
7. Are the following aspects of the Management Responsibility and Authority addressed in the Simulators / Training Devices process:				
(a) Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Simulators / Training Devices process?				
(b) Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Simulators / Training Devices process?				

