



CL: O-OPS 017C GROUND OPERATIONS INSPECTION
(Facilities or In-Progress)

Conduct Facilities and Records Inspections

Give a management representative short notice of the inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of company staff or resources that may be needed for the inspection.
- Request a discrete and private working area to facilitate the confidential assessment of documents and preparation of reports.

Carry out the inspection, in a way that causes a minimum of disruption to the operator, using the appropriate checklists.

Follow appropriate checklists and procedures when carrying out specific separate inspections.

Conduct a short exit meeting with the management representative.

Briefly report the findings of the inspection.

Make arrangements for any follow-up action.

Observations of Training-In-Progress Situations

Give the AOC holder notice of your intention to conduct an inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of any company staff or resources that may be needed for the inspection.

Carry out the inspection, in a way that causes a minimum of disruption to the operator, using the appropriate checklist

Remain passive in classrooms and training areas. Do not:

- Ask questions of the instructors or students.
- Distract instructors or students in any way
- Displace existing students from their allocated seats or positions.

Conduct a short exit meeting with the training management:

- a. Briefly report the findings of the inspection.
- b. Make arrangements for any follow-up action.



NIGERIAN CIVIL AVIATION AUTHORITY
 AVIATION HOUSE
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(Facilities or In-Progress)

Record ID:	Inspector	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues	Operator	Tracking #
Director of Training:	Checking Person:	Instructor:	
Curriculum:	Lesson:	Time:	

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.

N/S	ADMINISTRATION	S	U	NS	NA
1.	Adequate accommodation and facilities?				
2.	Adequate supervisory support staff available?				
3.	Adequate administrative support staff available?				
4.	Training schedules coordinated with operational needs?				
PRODUCTION FACILITIES					
5.	Printing capability?				
6.	Presentation development capability?				
7.	Video editing capability?				
8.	Electronic versions of training documents and handouts?				
9.	Computers available to training and checking personnel?				
TRAINING AND CHECKING MANUAL		S	U	NS	NA
10.	Current revision (compare to NCAA approved copy)?				
11.	Current list of effective pages (compare to NCAA approved copy)?				
12.	Manual properly updated?				
13.	Pertinent portions of manual provided to instructor, checking and administration staff?				
14.	Tracking of amendments provided to personnel?				
CURRICULUM AND LESSON PLANS		S	U	NS	NA
15.	Curriculum(s) in use available?				
16.	Lesson plan(s) in use available?				
17.	Curriculum(s) and lesson plan(s) current to relevant regulation and industry practices?				
INSTRUCTOR(S)		S	U	NS	NA
18.	Adequate staffing/availability for range of training?				
19.	Knowledge of subjects and procedures?				
20.	Instruction techniques and delivery?				
21.	Adherence to lesson plan outline, content and timing?				
22.	Instructor(s) have proper qualifications?				
23.	Instructor(s) records up-to-date?				
CHECKING PERSONNEL		S	U	NS	NA
24.	Adequate staffing/availability for range of checking?				

25.	Checking personnel records are available?				
26.	Checking personnel records up-to-date				
27.	Appropriate "O" checklist for evaluation of checking person performance completed?				
28.	Appropriate "O" checklist for evaluation of checking person records completed?				
EVALUATION AND DEBRIEFINGS		S	U	NS	NA
29.	Were the acceptable completion standards available?				
30.	Did the student receive a debriefing regarding performance?				
COMPLETION OF RECORDS					
31.	Instructor or checking person made completion entries in student's record(s)				
32.	Entries were accurate with respect to the debriefing and the student's performance?				
CLASSROOMS AND TRAINING AREAS		S	U	NS	NA
33.	Number and size adequate for the purpose used?				
34.	Student seating and writing accommodation?				
35.	Student visibility accommodation?				
36.	Student hearing accommodation?				
37.	Minimal visual and aural distractions?				
38.	Reasonable heating/cooling/ventilation/lighting?				
39.	Adequately furnished and equipped?				
DOCUMENTS AND HANDOUTS		S	U	NS	NA
40.	Appropriate route and navigation charts available?				
41.	Appropriate portions of Operations Manual available?				
42.	Training source materials and examples?				
43.	Training problems and calculations?				
44.	Tests and other evaluation tools?				
EQUIPMENT		S	U	NS	NA
45.	Whiteboards, markers and erasers?				
46.	Flight deck pictorial layout available?				
47.	Overhead projector?				
48.	Computer projector?				
49.	Video player?				
50.	Computer?				

CERTIFICATION? **YES** **NO**

INSPECTION SIGNATURE

REMARKS & OBSERVATIONS ATTACHED #