



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

CL: O-OPS032

AVIATION SAFETY INSPECTOR OJT PROGRESS CHART

1. Name of Trainee 	2. OJT Instructor: OPERATIONS □	3. Position Description (FOI, GOI & CSI)
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4. OJT Job Task	5. Order Number	6. Level 1 Discuss	7. Level 2 Observe/Assist	8. Level 3 Perform	9. Confirmed By: Sign & Date

KEYS

- : OJT JOB TASK: =====> Refer to specific job task (i.e. inspection to be carried out)
- : ORDER NUMBER: ==> See attached
- : LEVEL 1: =====> Discussion of job task and associated checklist
- : LEVEL 2: =====> Job task (Inspection) demonstration by OJT & Instructor
- : LEVEL 3: =====> Trainee to conduct job task (Inspection) under supervision of instructor
- : CONFIRMED: =====> Instructor's comment (satisfactory or unsatisfactory)

OJT TASKS NUMBER GUIDE (ORDER NUMBER)

2.0 Certification

2.000

Formal Course Name: Air Operator Certification - Operations

Formal Course Number: 2001

Certification	Air Operator	2.001	Cert Phase I: Pre-application Phase - (Gate I)
Certification	Air Operator	2.002	Cert Phase II: Formal Application Phase - (Gate II)
Certification	Air Operator	2.003	Cert Phase III: Document Compliance Phase
Certification	Air Operator	2.004	Cert Phase IV: Demonstration and Inspection Phase - (Gate III)
Certification	Air Operator	2.005	Cert Phase V: Certification Phase
Certification	Air Operator	2.006	Conduct Certification of an Agricultural Aircraft Operator
Certification	Air Operator	2.007	Conduct Administrative Activities for an Air Carrier Operator Applicant
Certification	Air Operator	2.008	Evaluate a Compliance Statement
Certification	Air Operator	2.009	Evaluate a General Operations Manual
Certification	Air Operator	2.010	Approve a Flight Crew Training Program
Certification	Air Operator	2.011	Add an Aircraft to an Existing Air Carrier Operating Certificate
Certification	Air Operator	2.012	Blank
Certification	Air Operator	2.013	Approve an Aircraft Checklist
Certification	Air Operator	2.014	Approve an Exit Row Seating Program
Certification	Air Operator	2.015	Approve a Carry-On Baggage Program
Certification	Air Operator	2.016	Approve a Passenger Briefing Card
Certification	Air Operator	2.017	Approve a Flight Simulation Device (Simulator and/or Flight Training Device)
Certification	Air Operator	2.018	Evaluate Director of Operations Qualifications
Certification	Air Operator	2.019	Evaluate Chief Pilot Qualifications
Certification	Air Operator	2.020	Evaluate Director of Safety Qualifications
Certification	Air Operator	2.021	Approve a Check Airman
Certification	Air Operator	2.022	Evaluate and approve a Minimum Equipment List (MEL)
Certification	Air Operator	2.023	Evaluate a Weight and Balance Control Program
Certification	Air Operator	2.024	Approve a Hazardous Materials Program
Certification	Air Operator	2.025	Evaluate an Aircraft Lease Agreement
Certification	Air Operator	2.026	Evaluate an Exemption, Deviation, or Waiver Request
Certification	Air Operator	2.027	Evaluate/ Approve a Deicing Program
Certification	Air Operator	2.028	Evaluate a Line Station Facility
Certification	Air Operator	2.029	Evaluate a Crewmember Recordkeeping System
Certification	Air Operator	2.030	Evaluate a Flight/Trip Recordkeeping System
Certification	Air Operator	2.031	Evaluate an Internal Evaluation Program
Certification	Air Operator	2.032	Evaluate an Environmental Assessment
Certification	Air Operator	2.033	Evaluate a Main Operations Base
Certification	Air Operator	2.034	Conduct an Emergency Evacuation Demonstration
Certification	Air Operator	2.035	Conduct a Ditching Demonstration
Certification	Air Operator	2.036	Blank
Certification	Air Operator	2.037	Conduct an Aircraft Proving Test
Certification	Air Operator	2.038	Issue or Amend Operations Specifications (OPSS)
Certification	Air Operator	2.039	Evaluate a Dispatch Center
Certification	Air Operator	2.040	Evaluate a Dispatch Training Program
Certification	Air Operator	2.041	Evaluate a Dispatch System (Operational Control)
Certification	Air Operator	2.042	Evaluate a Airport Aeronautical Data
Certification	Air Operator	2.043	Evaluate Aeronautical Weather Data
Certification	Air Operator	2.044	Approve an Enhanced Weather Information System
Certification	Air Operator	2.045	Approve Aircraft Performance Operating Limitations and Airport Runway Performance Data Analysis System
Certification	Air Operator	2.046	Evaluate Personnel Who have been Granted Operational Control Authority
Certification	Air Operator	2.047	Evaluate Flight Following Procedures for Supplemental Operations
Certification	Air Operator	2.048	Evaluate Flight Locating Procedures

Certification	Air Operator	2.049	Evaluate Alternate Airport Considerations
Certification	Air Operator	2.050	Conduct Initial Certification/Renewal of a Rotorcraft Operator
Certification	Air Operator	2.051	Add a helicopter to an Existing External Load Certificate
Certification	Air Operator	2.052	Evaluate a Rotorcraft-Load Combination Flight Manual
Certification	Air Operator	2.053	Approve a Rotorcraft Class D Training Program
Certification	Air Operator	2.054	Evaluate a Rotorcraft Congested Area Plan
Certification	Air Operator	2.055	Issue Operations Specifications for a Rotorcraft Operator
Certification	Air Operator	2.056	Evaluate a Flight Attendant Training Program
Certification	Air Operator	2.057	Evaluate a Flight Attendant Manual
Certification	Air Operator	2.058	Evaluate an Extended Range Operations With Two-Engine Airplanes (ETOPS)
Certification	Air Operator	2.059	Evaluate a Reduced Vertical Separation Minimums (RVSM) Program
Certification	Air Operator	2.060	Evaluate a Special Means of Navigation
Certification	Air Operator	2.061	Evaluate a Category II and Category III Program
Certification	Air Operator	2.062	Approve Special Category I/ Category II/ Category III Operation
Certification	Air Operator	2.063	Conduct a Validation Test

3.0 Surveillance

3.000

Formal Course Name: Air Operator Surveillance - Operations

Formal Course Number: 3001

Surveillance	Air Operator	3.001	Plan a Surveillance Work Program
Surveillance	Air Operator	3.002	Conduct an Ultralight Ramp Inspection
Surveillance	Air Operator	3.003	Conduct Airplane Ramp Inspection
Surveillance	Air Operator	3.004	Conduct a Cabin En Route Inspection
Surveillance	Air Operator	3.005	Conduct a Cockpit En Route Inspection
Surveillance	Air Operator	3.006	Inspect a Line Station Operation and Facilities
Surveillance	Air Operator	3.007	Inspect Trip Records
Surveillance	Air Operator	3.008	Inspect Crew & Dispatch Records
Surveillance	Air Operator	3.009	Inspect a Check Airman
Surveillance	Air Operator	3.010	Inspect a Main Operations Base
Surveillance	Air Operator	3.011	Inspection During Bankruptcy, Strike, or Merger
Surveillance	Air Operator	3.012	Inspect a Deicing Program
Surveillance	Air Operator	3.013	Inspect a General Operations Manual
Surveillance	Air Operator	3.014	Inspect an Internal Evaluation Program
Surveillance	Air Operator	3.015	Blank
Surveillance	Air Operator	3.016	Inspect Extended Range Operations for Two-Engine Airplanes (ETOPS)
Surveillance	Air Operator	3.017	Inspect a Flight Crew Training Program
Surveillance	Air Operator	3.018	Inspect a Cabin Crew Training Program
Surveillance	Air Operator	3.019	Inspect a Check Airman or Instructor Training Program
Surveillance	Air Operator	3.020	Inspect a Dispatcher Training Program
Surveillance	Air Operator	3.021	Inspect Simulator or Flight Training Device
Surveillance	Air Operator	3.022	Inspect a Station Personnel Training Program
Surveillance	Air Operator	3.023	Inspect a Flight Follower Training Program
Surveillance	Air Operator	3.024	Inspect Flight Following/ Flight Locating Procedures
Surveillance	Air Operator	3.025	Inspect Dispatch Procedures
Surveillance	Air Operator	3.026	Inspect Personnel Who have Been Granted Operational Control Authority
Surveillance	Air Operator	3.027	Inspect a Heliport
Surveillance	Air Operator	3.028	Conduct a Rotorcraft Ramp Inspection
Surveillance	Air Operator	3.029	Inspect Rotorcraft External Load Base Inspection
Surveillance	Air Operator	3.030	Inspect Rotorcraft External Load Operation
Surveillance	Air Operator	3.031	Conduct Surveillance of a Banner Tow Operator
Surveillance	Air Operator	3.032	Conduct Surveillance of a Special Event
Surveillance	Air Operator	3.033	Conduct a Ramp Inspection of Foreign Registered Aircraft