



**NIGERIA CIVIL AVIATION AUTHORITY**  
**CORPORATE HEADQUARTERS**  
 Nnamdi Azikiwe International Airport  
 Domestic Wing, Abuja, Nigeria

**CL: O-OPS 005C CABIN CREW TRAINING PROGRAMME EVALUATION CHECKLIST**

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

**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
0.	COMPLETE CHECKLIST CL: O-OPS 20B				
	<b>ORGANIZATION AND MANAGEMENT</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
1.	Does the organizational chart specify the under listed positions				
a.	Director - Flight Operations?				
b.	Cabin Crew Training Manager				
c.	Manager – Cabin services?				
d.	Cabin Crew Instructors				
e.	Cabin Crew Line Trainer				
f.	Senior Cabin Crew Member				
g.	Cabin Crew Check Personnel				
h.	Cabin Crew Members?				
	<b>TRAINING ORGANIZATION</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
2.	Structure of the training and checking organization?				
3.	Training polices and directives?				
	<b>INSTRUCTORS, CHECKING PERSONNEL AND EXAMINERS</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
4.	Are sufficient number of ground check personnel available to ensure adequate training and checking of cabin crew members.				
	<b>TRAINING SYLLABI AND CHECKING PROGRAMMES</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
5.	Does the training syllabi and checking program for cabin crew members include (Nig. CARs 9.3.1.3)?				
a.	Basic initial training covering duties and responsibilities				
b.	Appropriate Authority rules and regulations				
c.	Appropriate portions of the AOC holder's operating manual				
d.	Appropriate emergency training as required by the Authority and the AOC holder's operating manual				
e.	Appropriate flight training				
f.	Appropriate recurrent training, upgrade, or differences training as required, to maintain currency in any type and variance of aircraft the crew members may be required to work in.				
g.	A current list of approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training need for each type and variation of aircraft flown by the AOC holder.				

h.	Maintain a training record system acceptable to the Authority to show compliance with all required training.				
i.	Instruction in emergency procedures, assignments, and crew co-ordination.				
j.	Individual instruction in the use of <b>ALL</b> onboard emergency equipment pertinent to any aircraft / model.				
k.	Training on all potential emergencies such as rapid decompression, ditching, firefighting, aircraft evacuation, medical emergencies, hijacking, disruptive passengers and dangerous goods incident and accidents.				
l.	Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air. Covering proper packaging, marking, labeling and documentation of dangerous articles and magnetized materials.				
m.	All appropriate security training required by the Authority.				
n.	A method of providing any required notification of an accident or incident involving dangerous goods.				
<b>SPECIFIC TRAINING REQUIREMENT CONTENTS</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
6.	Does each training course contain a Comprehensive syllabus including lesson plans, course duration and timetable addressing the under listed regulations				
a.	Company procedure indoctrination <b>(Nig CARs IS: 8.10.1.9)</b>				
b.	Initial aircraft ground training cabin crew members <b>(Nig. CARs IS: 8.10.1.14 (C))</b>				
c.	Initial Dangerous Goods Training <b>(Nig CARs IS: 8.10.1.10)</b>				
d.	Initial Crew Resource Management Training <b>(Nig CARs IS: 8.10.1.12)</b>				
e.	Initial Cabin Crew Security Training? <b>(Nig CARs IS: 8.10,1.11)</b>				
f.	Initial Emergency Equipment Drills? <b>(Nig CARs IS: 8.1.,1.13)</b>				
g.	Initial First Aid Training? <b>(Nig CARs IS: 8.10.1.14 (C) (B)(2)(ix) as stipulated in CL:O-OPS O12 (No 24)</b>				
h.	Aircraft differences Training <b>(Nig CARs IS: 8.10,1.17)</b>				
i.	Cabin Crew Recurrent Training <b>(Nig CARs IS: 8.10.1.34)</b>				
J	Competency Check Cabin Crew Members? <b>(Nig CARs IS: 8.10.1.24)</b>				
k.	Conversion Training Cabin Crew Members? <b>(Nig. CARs IS: 8.10.1.14 (C))</b>				
l.	Cabin Crew Re-establishment of Qualifications? <b>(Nig. CARs IS: 8.10.1.35)</b>				
m.	Cabin Crew Instructor's Training <b>(Nig CARs 2.2.6 / IS:8.10.1.37)</b>				
o.	Supervised line experience cabin crew members <b>(Nig CARs 8.10.1.28)</b>				
p.	Senior Cabin Crew Member Training				
7.	Procedures for conducting cabin crew examinations				
8.	Examination covering the requirement of Nig. CARs pertinent to cabin crew qualifications.				
9.	Procedures that ensure that cabin crew members are properly trained and examined on abnormal and emergency conditions				
10.	Procedures for remedial training and subsequent examination of cabin crew unable to achieve or maintain required standards				
11.	Termination of a proficiency / competency/ line check				
12.	Completion standards				
13.	Specimen record forms				
14.	Documents and certificates.				
<b>MANUAL EXCERPTS</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
15.	Are Manual excerpts properly referenced				
16.	Condensed Checklists compared and current?				
17.	Passenger Briefing Cards compared and current?				
<b>MANUAL INITIAL ISSUE AND AMENDMENTS</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>

18.	Copies distributed to, or arrangements in place for distribution to				
19.	Director Flight Operations				
20.	All operating crews assigned to checking and training duties				
	<b>DOCUMENT RETENTION</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
21.	Does 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				
22.	When crewmember changes air operator, a copy of the crewmembers Records is provided to the other air operator upon proper request?				
	<b>FATIGUE MANAGEMENT TRAINING</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
23.	The operator shall ensure that persons concerned with operations of aircraft are trained and educated regarding dangers of fatigue, the causes of sleeplessness and importance of sleep and proper sleep habits.				
24.	The operator shall provide initial and recurrent fatigue management training to cabin crew members, responsible for preparation and maintenance of crew rosters and management personnel concerned.				
	<b>QUALIFICATIONS, APPOINTMENT AND SELECTION OF CABIN CREW INSTRUCTORS AND EXAMINERS</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
25.	Has the operator established a policy and related procedures to ensure that selection and appointment of cabin crew instructors and examiners meet the appropriate minimum experience and knowledge requirements?				

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

**REMARKS & OBSERVATIONS**

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**INSPECTOR'S SIGNATURE**

Additional comments attached

