



INSTRUCTOR TRAINING CHECKLIST/REPORT

Operator: Date:
A = Acceptable; U = Unacceptable

Topics	A	U	Remarks
1.0 PREVIOUS INSPECTION			
1.1 Date of previous inspection			
1.2 Number of findings			
1.3 Outstanding findings (if any)			
A. FLIGHT CREW INSTRUCTOR TRAINING			
2.1 Initial ground training			
a) Flight instructor duties, functions and responsibilities			
b) Applicable regulations and the operator's policies and procedures			
c) Training to ensure the flight instructor is competent to: <ul style="list-style-type: none"> <input type="checkbox"/> manage safety <input type="checkbox"/> prepare the training environment <input type="checkbox"/> manage the trainee <input type="checkbox"/> conduct training <input type="checkbox"/> perform trainee assessment <input type="checkbox"/> perform course evaluation 			
2.2 Initial and transition flight training			
a) Safety measures for emergency situations that are likely to develop during instruction			
b) Potential results of improper, untimely or non-execution of safety measures during instruction			
c) For pilot flight instructor (aircraft): <ul style="list-style-type: none"> in-flight training and practice in conducting flight instruction from the left and right pilot seats in the required normal, abnormal and emergency procedures to ensure competence as an instructor the safety measures to be taken from either pilot seat for emergency situations that are likely to develop during instruction 			
d) For candidates not rated on the aircraft type, the programme shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the flight instructor is in transition training.			
e) Initial training for flight instructors (FSTD) shall include training in the operation of FSTDs, to ensure competence to conduct the flight instruction required			
B. CABIN CREW INSTRUCTOR TRAINING			
3.1 Cabin instructor duties, functions and responsibilities			
3.2 Applicable regulations and the operator's policies and procedures			
3.3 Training to ensure the cabin crew instructor is competent to: <ul style="list-style-type: none"> <input type="checkbox"/> manage safety <input type="checkbox"/> prepare the training environment <input type="checkbox"/> manage the trainee <input type="checkbox"/> conduct training <input type="checkbox"/> perform trainee assessment <input type="checkbox"/> perform course evaluation 			
3.4 For candidates not qualified to perform cabin duties on the aircraft, the training programme shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the aircraft, as appropriate to which the cabin instructor is in transition.			



C. FLIGHT OPERATIONS OFFICER INSTRUCTOR TRAINING			
4.1. Flight operations officer instructor duties, functions and responsibilities			
4.2. Applicable regulations and the operator's policies and procedures			
4.3. Training to ensure the flight operations officer instructor is competent to: <input type="checkbox"/> manage safety <input type="checkbox"/> prepare the training environment <input type="checkbox"/> manage the trainee <input type="checkbox"/> conduct training <input type="checkbox"/> perform trainee assessment <input type="checkbox"/> perform course evaluation			
4.4. Transition ground training for flight operations officer instructors shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the position involved to which the flight operations officer instructor is in transition.			

REPORT			
<p>1.0</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2.0</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>3.0</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>4.0</p> <p>.....</p> <p>.....</p> <p>.....</p>			
OVERALL RESULT:	Satisfactory:		FOI SIGNATURE:
	Unsatisfactory:		

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