



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Theoretical Training Organization**  
**TTOs Training Manual Structure Evaluation Checklist**

• <b>Inspector Name</b>		• <b>Organization Name</b>	
• <b>Date</b>		• <b>Operator Representative</b>	

No.	Requirements	TRN Manual Reference	Compliance	
			YES	NO
1	Administration and control of the training manual			
2	A general description of the scope of training authorized under the organization's terms of approval			
3	The contents of the training programs offered including the courseware and equipment to be used			
4	A description of the organization's quality assurance system			
5	A description of the organization's facilities			
6	The name, duties and qualifications of the person designated responsible for compliance with the requirements of the approval			
7	A description of the duties and qualifications of the personnel designated as responsible for planning, performing and supervising the training			
8	A description of the procedures used to establish and maintain the competence of instructional personnel			
9	A description of the method used for the completion and retention of the training records			
10	A description, when applicable, of additional training needed to comply with an operator's procedures and requirements			
11	Each lesson plan shall identify the goal of the particular lesson with defined and documented required knowledge, skill and attitude			

<b>• Overall Inspection Result of Training Manual</b> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
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<b>• Remarks</b>                       
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<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>