



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
TTOs Theoretical Training Inspection Checklist

AC - 28 - 13/14/15

• Inspector Name		• Organization Name	
• Date		• Operator Representative	

1	Training Manual	JCARs	YES	NO
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a	Theoretical training organization shall prepare and maintain Training Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements	Para 4.2.1		
b	The organization shall make available to staff and, where appropriate, to students the information contained in the Training Manual	Para 4.2.1		
c	Approved by CARC	Para 4.2.1		
d	The Training Manuals shall state the standards, objectives and training goals that the students are required to comply with and shall include the following:	Para 4.2.1		
(1)	Administration and control of the training manual	Para 4.2.1		
(2)	A general description of the scope of training authorized under the organization's terms of approval	Para 4.2.1		
(3)	The contents of the training programs offered including the courseware and equipment to be used	Para 4.2.1		
(4)	A description of the organization's quality assurance system	Para 4.2.1		
(5)	A description of the organization's facilities	Para 4.2.1		
(6)	A description of the duties and qualifications of the personnel designated as responsible for planning, performing and supervising the training	Para 4.2.1		
(7)	A description of the procedures used to establish and maintain the competence of instructional personnel	Para 4.2.1		
(8)	A description of the method used for the completion and retention of the training records	Para 4.2.1		
(9)	A description, when applicable, of additional training needed to comply with an operator's procedures and requirements	Para 4.2.1		
(10)	Each lesson plan shall identify the goal of the particular lesson with defined and documented required knowledge, skill and attitude	Para 4.2.1		

2	Approved Training Courses.	JCARs	YES	NO
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a	Verify approved courses are compliant with the JCARs requirements:			
(1)	Cabin crew initial safety training course	AC - 28 - 13		
(2)	Flight dispatcher training course	AC - 28 - 14		
(3)	Dangerous goods training course	AC - 28 - 15		
(5)	Other training courses	JCAR FCL		

3	Training Program	JCARs	YES	NO
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a	Training program shall be developed for each type of course offered. This program shall include a breakdown of theoretical knowledge instruction in a week-by-week or phase presentation, the content and sequence of the training program shall be acceptable to CARC	Para 4.6		
b	Verify, using the course as sample under item 2 approved courses, whether the training program of a course offered by the training organization is compliant with the JCAR requirements	Para 4.6		

4	Training Material	JCARs	YES	NO
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a	The theoretical knowledge training material accepted by CARC	Para 4.6		
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5	Theoretical Knowledge Instruction Facilities	JCARs	YES	NO
a	The following facilities for theoretical knowledge instruction shall be available:	Para 4.7.1		
(1)	The classroom should be such that each student is allowed reasonable working area. The overall size of the classroom shall be determined by multiplying the expected number of students by 1.4 square meters	Para 4.7.1		
(2)	Class room shall be available with the minimum furniture needed like white board, a desk or table and chair for each student. The classroom should have required training aids like projection media (Power point, slides, overheads, TV, etc.).	Para 4.7.1		
(3)	At least another classroom shall be made available to serve as an emergency and survival procedures lecture room (Cabin safety training only)	Para 4.7.1		
(4)	The maximum permissible number of trainees in a class room shall be a ratio of 15 trainees for one instructor and 25 trainees for 2 instructors	Para 4.7.1		
b	The learning environment:	Para 4.7.1		
(1)	The climate must be comfortable	Para 4.7.1		
(2)	Lighting must be of adequate level for work or viewing	Para 4.7.1		
(3)	Distracting sounds must be kept to a minimum	Para 4.7.1		
(4)	Work areas must be aesthetically pleasing	Para 4.7.1		
(5)	Training equipment must be adequate	Para 4.7.1		
6	Ground Instructors	JCARs	YES	NO
a	Ground instructor authorization:	AC – 28 - 12		
(1)	Cabin safety instructors - Safety and Emergency Procedures (SEP) Instructors	AC – 28 – 12/13		
(2)	Cabin crew resources management (CRM) instructors	AC – 28 – 12/13		
(3)	First Aid instructors	AC – 28 – 12/13		
(4)	Flight dispatcher instructors	AC – 28 – 12/14		
(5)	Navigation instructors	AC – 28 – 12/14		
(6)	Metrology instructors	AC – 28 – 12/14		
(7)	Performance instructors	AC – 28 – 12/14		
(8)	Dangerous goods instructor	AC – 28 – 12/15		
(9)	Ground handling and cargo operations instructor	AC – 28 – 12		
(10)	Quality system instructor	AC – 28 – 12		
(11)	Safety management system instructor	AC – 28 – 12		
(12)	Other ground instructor	AC – 28 – 12		
b	Valid ground instructor authorization	AC – 28 – 12		
c	Instructional Standards - Attendance of theoretical training lecture(s)	AC – 28 – 12/13/14/15		
7	Ground Examiners	JCARs	YES	NO
a	Cabin safety examiner:	AC – 28 – 12		
(1)	Valid ground cabin safety examiner authorization:	AC – 28 - 12		
(2)	Examination Standards - Attendance of examination	AC – 28 – 12/13		
8	Training Records	JCARs	YES	NO
a	The training organization shall retain detailed students records to show that all requirements of the training courses have been approved by CARC. The students' records shall be kept for a minimum period of five (5) years upon completion of training	Para 4.5.1		
b	The training organization shall maintain a system for recording the qualifications and training of the instructional and examining staff. The staff records shall be retained as long as the staff is employed by the training organization	Para 4.5.1		
c	The format of the student training records shall be specified in the training manual	Para 4.5.3		
d	The training record shall include:	Para 4.5.2		
(1)	The individual's name	Para 4.5.2		
(2)	The most recent training completion date	Para 4.5.2		
(3)	A description, copy or reference to training materials used to meet the training requirements	Para 4.5.2		
(4)	The name and address of the organization providing the training; and	Para 4.5.2		
(5)	Evidence which shows that a test has been completed satisfactorily	Para 4.5.2		

