



**CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY**

# CHECKLIST

CL-O-OPS023A  
June 2017

## MAINTENANCE TRAINING PROGRAMME EVALUATION

<b>Name of Operator:</b>
<b>Date of Evaluation:</b>
<b>Type of Operation:</b>
<b>Type and Series of Aircraft</b>
<b>Inspector(s):</b> /
<b>Assessment Code: S=Satisfactory; U = Unsatisfactory; N/C= Not Checked; N/A= Not Applicable</b>

**Legal requirement: The Civil Aviation (Aircraft Maintenance Organization) Regulations, (AMO personnel and training requirements) requires that 'The training programme, training facilities and the curriculum to train AMO personnel shall be accepted by the Authority**

TRAINING PROGRAMME CONTENT	ASSESSMENT			
A. GENERAL	S	U	N/C	N/A
Does the training programme have the following;				
(a) name of organization				
(b) instructor qualifications required for delivery of course				
(c) date when programme was compiled (revision status)				
(d) training objectives that clearly indicate the course value				
<b>B. TRAINING PROGRAMME</b>				
Does the programme provide the following information;				
(a) course duration (normally given in hours)				
(b) course modules				
(c) a break-down of time distribution for the modules (should include breaks)				
(d) detailed statement of the content specifications of all subjects to be taught, arranged in the delivery sequence				
(e) objective for each subject and instructional methods				

(f) course activities that include the following;				
(i) workshop practices				
(ii) industry visits				
(iii) group activities				
(iv) progress tests and assessment				
(g) distribution of examination marks for final student assessment				
<b>C. TRAINING OBJECTIVES</b>				
Note; A given course should have several terminal objectives, each one corresponding to a task. Each terminal objective, in turn, will have several enabling objectives, which describe the desired performance for sub-tasks. Finally, post-training objectives describe what the trainee should be able to do after a defined period of practice on the job.				
Does the programme contain the following;				
(a) the desired performance or what the trainee is expected to be able to do at the end of training or at the end of particular stages of training				
(b) the performance standard that must be attained to confirm the trainee's level of competence, and the conditions under which the trainee will demonstrate that competence				
(c) the conditions under which the trainee is to perform the tasks, and the standards that describe how the trainee should perform the task				
(d) means of measurement for objectives and student performance (specific results are to be achieved)				
(e) description of the desired student performance after training				
<b>D. ASSESSMENT AND FEEDBACK</b>				
(A test is valid when it measures what it sets out to measure)				
(a) does the programme indicate means of effecting valid and reliable tests				
(b) is a progress test given after every module				
(c) does the programme have one combined test after the delivery of the entire course				
(d) if 'Yes' in (c) above, does the means of assessment on student performance indicate fairness in accounting for performance in individual modules				
(e) is there means of assessing performance in practical tests and group Activities				
(f) does it specify the nature of tests/examinations given				
(g) does the programme provide for class discussions after course tests				
(h) is there provision for students to comment on the following;				
(i) course content				
(ii) course delivery and instructor effectiveness				

