**Appendix E**

**Inspector On-the-Job Training Worksheet**

The following sample OJT worksheet is an example of how to record OJT manually. In practice, some CAAs have developed their own web-based programs or obtained such programs from commercial sources to record OJT.

**Draft Example of Inspector OJT Worksheet**

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Admin/General Technical** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 1.000 | Attend initial hire employee orientation - CAA specific |  |  |  |  |  |  |  |
| 1.001 | Employee Benefits - CAA specific |  |  |  |  |  |  |  |
| 1.002 | Time and Attendance - CAA specific |  |  |  |  |  |  |  |
| 1.003 | Employee training and development - CAA specific |  |  |  |  |  |  |  |
| 1.004 | Office communications - CAA specific |  |  |  |  |  |  |  |
| 1.005 | Computer Systems - CAA specific |  |  |  |  |  |  |  |
| 1.006 | Managing resources - CAA specific |  |  |  |  |  |  |  |
| 1.007 | Employee ethics - CAA specific |  |  |  |  |  |  |  |
| 1.008 | Labour unions - CAA specific |  |  |  |  |  |  |  |
| 1.009 | Conduct and Discipline - CAA specific |  |  |  |  |  |  |  |
| 1.010 | Travel - CAA specific |  |  |  |  |  |  |  |
| 1.011 | Security - CAA specific |  |  |  |  |  |  |  |
| 1.012 | Legal and regulatory documents, inspector's manual, guidance materials |  |  |  |  |  |  |  |
| 1.013 | Aviation environment (Ministry in charge of aviation, CAA services, international and regional organizations) |  |  |  |  |  |  |  |
| 1.150 | Maintain CAA secure information databases |  |  |  |  |  |  |  |
| 1.200 | Employee technical training and development |  |  |  |  |  |  |  |
| 1.201 | OJT Programme Training |  |  |  |  |  |  |  |
| 1.202 | OJT Programme Trainer |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 1.203 | Inspector currency flying under CAA currency programme |  |  |  |  |  |  |  |
| 1.300 | Conduct Special Projects |  |  |  |  |  |  |  |
| 1.301 | Evaluate technical documents |  |  |  |  |  |  |  |
| 1.302 | Provide technical assistance  |  |  |  |  |  |  |  |
| 1.303 | Respond to a Public Inquiry |  |  |  |  |  |  |  |
| 1.304 | Perform administrative part of accident standby duty |  |  |  |  |  |  |  |
| 1.305 | Evaluate an Exemption, Deviation, or Waiver Request |  |  |  |  |  |  |  |
| 1.306 | Develop/update annual surveillance work plan |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Air Operations – Certification and Authorisations** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.002 | Conduct Cert Phase II: Formal Application Phase  |  |  |  |  |  |  |  |
| 2.003 | Conduct Cert Phase III : Document Compliance Phase  |  |  |  |  |  |  |  |
| 2.004 | Conduct Cert Phase IV: Demonstration and Inspection Phase  |  |  |  |  |  |  |  |
| 2.005 | Conduct Cert Phase V: Certification Phase  |  |  |  |  |  |  |  |
| 2.006 | Obtain Certificate Number for an Air Operator |  |  |  |  |  |  |  |
| 2.007 | Issue or Amend or cancel Operations specifications |  |  |  |  |  |  |  |
| 2.008 | Add an Aircraft to an Existing Air Operator Certificate  |  |  |  |  |  |  |  |
| 2.009 | Pre-application -- respond to potential AOC applicant inquiry |  |  |  |  |  |  |  |
| 2.010 | Pre-application - Review pre-application form |  |  |  |  |  |  |  |
| 2.011 | Pre-application - conduct applicant pre-application meeting |  |  |  |  |  |  |  |
| 2.012 | Formal application - review applicant formal AOC application |  |  |  |  |  |  |  |
| 2.012 | Formal application - conduct applicant formal application meeting |  |  |  |  |  |  |  |
| 2.100 | Evaluate an Operator's Management Personnel Qualifications |  |  |  |  |  |  |  |
| 2.101 | Evaluate an Operator's Maintenance Management Personnel Qualifications |  |  |  |  |  |  |  |
| 2.102 | Evaluate Director of Operations Qualifications |  |  |  |  |  |  |  |
| 2.103 | Evaluate Chief Pilot Qualifications |  |  |  |  |  |  |  |
| 2.104 | Evaluate Director of Safety Qualifications |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.105 | Conduct a Line Check of an Operator Pilot |  |  |  |  |  |  |  |
| 2.106 | Designate/renew/terminate an Operator Check Airman |  |  |  |  |  |  |  |
| 2.200 | Evaluate a Compliance Statement |  |  |  |  |  |  |  |
| 2.201 | Evaluate a General Operations Manual |  |  |  |  |  |  |  |
| 2.202 | Evaluate a Flight Attendant Manual |  |  |  |  |  |  |  |
| 2.203 | Evaluate an operator's aircraft operating manual |  |  |  |  |  |  |  |
| 2.204 | Evaluate an operator's dangerous goods training manual |  |  |  |  |  |  |  |
| 2.205 | Evaluate an operator's performance planning manual |  |  |  |  |  |  |  |
| 2.206 | Evaluate an operator's load handling manual |  |  |  |  |  |  |  |
| 2.207 | Evaluate an operator's aircraft loading and handling manual |  |  |  |  |  |  |  |
| 2.208 | Evaluate an operator's company maintenance manual/revision |  |  |  |  |  |  |  |
| 2.209 | Evaluate an operator's SMS programme |  |  |  |  |  |  |  |
| 2.210 | Evaluate an operator/applicant's structural integrity inspection programme/revision |  |  |  |  |  |  |  |
| 2.211 | Approve an operator's continuous airworthiness maintenance program/revision |  |  |  |  |  |  |  |
| 2.212 | Approve an operator's continuing analysis and surveillance programme |  |  |  |  |  |  |  |
| 2.213 | Approve an operator's reliability programme/revision |  |  |  |  |  |  |  |
| 2.214 | Evaluate an operator/applicant's internal evaluation programme/revision |  |  |  |  |  |  |  |
| 2.215 | Evaluate an operator/applicant's external evaluation programme (vendors, subcontractors, etc.) |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.216 | Evaluate avionics test equipment/programme (e.g. computer software controls) |  |  |  |  |  |  |  |
| 2.217 | Evaluate an operator/applicant's aircraft inspection programme  |  |  |  |  |  |  |  |
| 2.218 | Approve the use of a manufacturer's avionics rental/exchange programme  |  |  |  |  |  |  |  |
| 2.219 | Approve an Exit Row Seating Program |  |  |  |  |  |  |  |
| 2.220 | Approve a Carry-On Baggage Program |  |  |  |  |  |  |  |
| 2.221 | Evaluate a Mass and Balance Control Program |  |  |  |  |  |  |  |
| 2.222 | Approve a Hazardous Materials Program |  |  |  |  |  |  |  |
| 2.223 | Evaluate an operator's performance data control system |  |  |  |  |  |  |  |
| 2.224 | Evaluate an operator's quality system |  |  |  |  |  |  |  |
| 2.225 | Evaluate and approve a Minimum Equipment List (MEL) |  |  |  |  |  |  |  |
| 2.226 | Approve MEL/revision for non-AOC holder or where no MMEL exists |  |  |  |  |  |  |  |
| 2.227 | Evaluate an operator's short-term escalation  |  |  |  |  |  |  |  |
| 2.228 | Evaluate an operator/applicant's prorated time authorization |  |  |  |  |  |  |  |
| 2.229 | Approve an operators parts/pooling/ borrowing authorisation |  |  |  |  |  |  |  |
| 2.230 | Evaluate an avionics test approval |  |  |  |  |  |  |  |
| 2.231 | Evaluate an operator/applicant's service contractual arrangement |  |  |  |  |  |  |  |
| 2.232 | Approve an Aircraft Checklist |  |  |  |  |  |  |  |
| 2.233 | Approve a Passenger Briefing Card |  |  |  |  |  |  |  |
| 2.234 | Evaluate an AOC holder Aircraft Lease Agreement |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.235 | Evaluate non-AOC holder aircraft lease agreement  |  |  |  |  |  |  |  |
| 2.236 | Evaluate an aircraft lease/interchange agreement (airworthiness) |  |  |  |  |  |  |  |
| 2.237 | Evaluate an operator/applicant noise certification/noise abatement standards  |  |  |  |  |  |  |  |
| 2.300 | Evaluate a Crewmember Recordkeeping System |  |  |  |  |  |  |  |
| 2.301 | Evaluate a Flight/Trip Recordkeeping System |  |  |  |  |  |  |  |
| 2.302 | Evaluate an Operator's Maintenance records |  |  |  |  |  |  |  |
| 2.400 | Approve a Flight Crew Training Program |  |  |  |  |  |  |  |
| 2.401 | Evaluate a Flight Attendant Training Programme |  |  |  |  |  |  |  |
| 2.402 | Evaluate an operator's maintenance training programme |  |  |  |  |  |  |  |
| 2.403 | Evaluate an operator's dangerous goods training programme |  |  |  |  |  |  |  |
| 2.404 | Evaluate an operator's security training programme |  |  |  |  |  |  |  |
| 2.500 | Conduct an aircraft conformity inspection |  |  |  |  |  |  |  |
| 2.501 | Approve a Flight Simulation Device (Simulator and/or Flight Training Device) |  |  |  |  |  |  |  |
| 2.502 | Evaluate/ Approve a De-icing Programme/revision, facilities and equipment |  |  |  |  |  |  |  |
| 2.503 | Evaluate a Main Operations Base |  |  |  |  |  |  |  |
| 2.504 | Evaluate a Line Station Facility |  |  |  |  |  |  |  |
| 2.506 | Conduct an Emergency Evacuation Demonstration |  |  |  |  |  |  |  |
| 2.507 | Conduct a Ditching Demonstration |  |  |  |  |  |  |  |
| 2.508 | Conduct a Demonstration (Proving) Test for a new applicant operator  |  |  |  |  |  |  |  |
| 2.600 | Evaluate a Dispatch Center |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.601 | Evaluate a Dispatch Training Program |  |  |  |  |  |  |  |
| 2.602 | Evaluate a Dispatch System (Operational Control) |  |  |  |  |  |  |  |
| 2.603 | Evaluate An Operator's Aerodrome Aeronautical Data |  |  |  |  |  |  |  |
| 2.604 | Evaluate an Operator's Aeronautical Weather Data |  |  |  |  |  |  |  |
| 2.605 | Approve an Operator's Enhanced Weather Information System |  |  |  |  |  |  |  |
| 2.606 | Approve Aircraft Performance Operating Limitations and Aerodrome Runway Performance Data Analysis System |  |  |  |  |  |  |  |
| 2.607 | Evaluate Personnel Who have been Granted Operational Control Authority |  |  |  |  |  |  |  |
| 2.608 | Evaluate Flight Locating Procedures |  |  |  |  |  |  |  |
| 2.609 | Evaluate Alternate Aerodrome Considerations |  |  |  |  |  |  |  |
| 2.700 | Evaluate an Extended Range Diversion Time Operations (EDTO) |  |  |  |  |  |  |  |
| 2.701 | Evaluate a Reduced Vertical Separation Minimums (RVSM) Program |  |  |  |  |  |  |  |
| 2.702 | Evaluate a Special Means of Navigation |  |  |  |  |  |  |  |
| 2.703 | Evaluate an operator's Category II and Category III Operational Program  |  |  |  |  |  |  |  |
| 2.704 | Evaluate an operator's Category II and Category III Maintenance Program  |  |  |  |  |  |  |  |
| 2.705 | Evaluate an operator's electronic flight bag programme (1, 2, and 3) |  |  |  |  |  |  |  |
| 2.706 | Evaluate an operator's data link programme  |  |  |  |  |  |  |  |
| 2.708 | Conduct a Demonstration Test for Special Authorisations |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.709 | Issue/renew letter of authorisation for operations in special use airspace |  |  |  |  |  |  |  |
| 2.710 | Issue certificate or authorisation for an aviation event |  |  |  |  |  |  |  |
| 2.715 | Evaluate, document and create a public aircraft operator file |  |  |  |  |  |  |  |
| 2.720 | Conduct Initial Certification/Renewal of a Rotorcraft External Load Operator  |  |  |  |  |  |  |  |
| 2.721 | Add a helicopter to an Existing External Load Certificate |  |  |  |  |  |  |  |
| 2.722 | Evaluate a Rotorcraft-Load Combination Flight Manual |  |  |  |  |  |  |  |
| 2.723 | Approve a Rotorcraft Class External Load D Training Program |  |  |  |  |  |  |  |
| 2.724 | Evaluate a Rotorcraft External Load Congested Area Plan  |  |  |  |  |  |  |  |
| 2.725 | Issue Operations Specifications for a Rotorcraft External Load Operator  |  |  |  |  |  |  |  |
| 2.726 | Evaluate a Chief Pilot/Supervisor qualifications for rotorcraft external load |  |  |  |  |  |  |  |
| 2.727 | Qualify a Supervisor/ Chief Pilot of Rotorcraft External Load operator/applicant by conducting an operational knowledge and skill test (non-licence) |  |  |  |  |  |  |  |
| 2.728 | Evaluate record-keeping system of rotorcraft external load operator |  |  |  |  |  |  |  |
| 2.729 | Evaluate for compliance leases, contracts or agreements for a rotorcraft external load operator |  |  |  |  |  |  |  |
| 2.730 | Evaluate rotorcraft external load MEL/revision.  |  |  |  |  |  |  |  |
| 2.740 | Conduct Certification of an Agricultural Aircraft Operator |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 2.741 | Evaluate an agricultural operator's compliance statement |  |  |  |  |  |  |  |
| 2.742 | Evaluate the qualifications of an agricultural operator's chief pilot/supervisor |  |  |  |  |  |  |  |
| 2.743 | Evaluate an agricultural operator's record-keeping system |  |  |  |  |  |  |  |
| 2.744 | Evaluate an agricultural operator/applicant’s lease, contract or agreement |  |  |  |  |  |  |  |
| 2.745 | Evaluate an agricultural operator's MEL/revision |  |  |  |  |  |  |  |
| 2.746 | Evaluate an agricultural operator's congested area plan |  |  |  |  |  |  |  |
| 2.747 | Qualify a Supervisor/ Chief Pilot of Agricultural Operator by conducting an operational knowledge and skill test (non-licence) |  |  |  |  |  |  |  |
| 2.750 | Issue certificate of authorisation for low altitude flight  |  |  |  |  |  |  |  |
| 2.751 | Issue certificate or authorisation for banner towing |  |  |  |  |  |  |  |
| 2.752 | Issue certificate or authorisation for emergency medical flights |  |  |  |  |  |  |  |
| 2.753 | Issue certificate or authorization for news/traffic reporting |  |  |  |  |  |  |  |
| 2.754 | Issue certificate or authorisation for glider towing operations |  |  |  |  |  |  |  |
| 2.755 | Issue certificate for sightseeing operations |  |  |  |  |  |  |  |
| 2.756 | Issue certificate or authorisation for movie/TV operations |  |  |  |  |  |  |  |
| 2.757 | Issue certificate or authorisation for parachute jumping operations |  |  |  |  |  |  |  |
| 2.758 | Issue certificate or authorisation for fish spotting operations |  |  |  |  |  |  |  |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Airworthiness Certification** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 3.000 |  Issue an Airworthiness Certificate for an Aircraft |  |  |  |  |  |  |  |
| 3.001 |  Issue Multiple Airworthiness Certifications  |  |  |  |  |  |  |  |
| 3.002 |  Issue an Airworthiness Certificate for an Aircraft Model Change |  |  |  |  |  |  |  |
| 3.003 | Issue a Special Airworthiness Certificate for a Restricted Category Aircraft  |  |  |  |  |  |  |  |
| 3.004 |  Issue a Special Airworthiness Certificate for a Limited Category Aircraft  |  |  |  |  |  |  |  |
| 3.005 | Issue a Special Airworthiness Certificate for a Provisional aircraft |  |  |  |  |  |  |  |
| 3.006 | Issue a Special Airworthiness Certificate for an experimental amateur-built aircraft |  |  |  |  |  |  |  |
| 3.007 | Issue a Special Airworthiness Certificate for an experimental category aircraft |  |  |  |  |  |  |  |
| 3.008 | Issue a Special Airworthiness Certificate for a Special Flight Permit (ferry flight) |  |  |  |  |  |  |  |
| 3.009 | Process a Replacement, Amendment, Exchange or Surrender of an Airworthiness Certificate |  |  |  |  |  |  |  |
| 3.020 | Evaluate foreign-registered aircraft operated by a AOC holder of STATE |  |  |  |  |  |  |  |
| 3.021 | Evaluate a foreign operator's maintenance contractual agreement |  |  |  |  |  |  |  |
| 3.022 | Evaluate foreign operator operating aircraft registered in STATE |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 3.023 | Evaluate a foreign operator's maintenance technical manual/date for an aircraft registered in STATE |  |  |  |  |  |  |  |
| 3.030 | Certify/Approve an Imported Aeronautical Product or Part  |  |  |  |  |  |  |  |
| 3.040 | Issue an Export Airworthiness Approval |  |  |  |  |  |  |  |
| 3.050 | Perform Approval of Major Repairs and Major Alterations |  |  |  |  |  |  |  |
| 3.051 | Approve a Parachute Alteration |  |  |  |  |  |  |  |
| 3.060 | Evaluate an Emergency Evacuation or Ditching Demonstration for a New Aircraft |  |  |  |  |  |  |  |
| 3.070 | Evaluate an Operator's Aircraft or Engine Utilization Report |  |  |  |  |  |  |  |
| 3.071 | Evaluate an Engineering Change Authorization/ Order |  |  |  |  |  |  |  |
| 3.072 | Process a Malfunction or Defect (M&D) Report |  |  |  |  |  |  |  |
| 3.073 | Process a Service Difficulty Report (SDR) |  |  |  |  |  |  |  |
| 3.080 | Approve a Special Course for the Performance of Preventive Maintenance on Primary Category Aircraft |  |  |  |  |  |  |  |
| 3.200 | Conduct Cert Phase I: Pre-application Phase |  |  |  |  |  |  |  |
| 3.201 | Conduct Cert Phase II: Formal Application Phase  |  |  |  |  |  |  |  |
| 3.202 | Conduct Cert Phase III: Document Compliance Phase |  |  |  |  |  |  |  |
| 3.203 | Conduct Cert Phase IV: Demonstration and Inspection Phase |  |  |  |  |  |  |  |
| 3.204 | Conduct Cert Phase V: Certification Phase |  |  |  |  |  |  |  |
| 3.205 | Obtain Certificate Number for an AMO |  |  |  |  |  |  |  |
| 3.206 | Issue/Amend/Cancel AMO Operating Specifications |  |  |  |  |  |  |  |
| 3.207 | Conduct renewal of an AMO |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 3.208 | Add a rating to an Existing AMO Certificate  |  |  |  |  |  |  |  |
| 3.209 | Respond to potential AMO applicant pre-application inquiry |  |  |  |  |  |  |  |
| 3.210 | Review pre-application form for AMO applicant |  |  |  |  |  |  |  |
| 3.211 | Conduct AMO applicant pre-application meeting |  |  |  |  |  |  |  |
| 3.212 | Review formal AMO application |  |  |  |  |  |  |  |
| 3.213 | Conduct formal application meeting with AMO applicant |  |  |  |  |  |  |  |
| 3.214 | Evaluate AMO personnel qualifications |  |  |  |  |  |  |  |
| 3.215 | Evaluate an AMO statement of compliance |  |  |  |  |  |  |  |
| 3.216 | Evaluate an AMO Procedures Manual  |  |  |  |  |  |  |  |
| 3.217 | Evaluate AMO Safety Procedures |  |  |  |  |  |  |  |
| 3.218 | Evaluate an AMO Quality System Manual |  |  |  |  |  |  |  |
| 3.219 | Evaluate Quality Assurance System  |  |  |  |  |  |  |  |
| 3.220 | Evaluate an AMO Safety Management Manual |  |  |  |  |  |  |  |
| 3.221 | Evaluate AMO lease or contract |  |  |  |  |  |  |  |
| 3.222 | Evaluate an AMO/applicant quality control manual/revision |  |  |  |  |  |  |  |
| 3.223 | Evaluate AMO Inspection Procedures Manual |  |  |  |  |  |  |  |
| 3.224 | Approve an AMO Training Programme |  |  |  |  |  |  |  |
| 3.225 | Evaluate the Record-Keeping System Used by an AMO  |  |  |  |  |  |  |  |
| 3.226 | Evaluate AMO Facilities and Equipment  |  |  |  |  |  |  |  |
| 3.227 | Evaluate AMO satellite or sub-contractor |  |  |  |  |  |  |  |
| 3.228 | Approve an Altimeter Setting Source |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Personnel Licensing** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.001 | Issue/Renew/Recreational Pilot licence/authorisation |  |  |  |  |  |  |  |
| 4.002 | Issue/Renew Student Pilot licence/authorisation |  |  |  |  |  |  |  |
| 4.003 | Issue/renew/reissue Private Pilot Licence |  |  |  |  |  |  |  |
| 4.004 | Issue/renew/reissue Commercial Pilot Licence |  |  |  |  |  |  |  |
| 4.005 | Issue/renew/reissue Instrument Rating  |  |  |  |  |  |  |  |
| 4.006 | Issue/renew/reissue Airline Transport Pilot Licence  |  |  |  |  |  |  |  |
| 4.007 | Issue/Renew Multi-Crew Pilot Licence |  |  |  |  |  |  |  |
| 4.008 | Issue/Renew/reissue Remote Pilot Aircraft (RPA) Licence |  |  |  |  |  |  |  |
| 4.009 | Issue/renew/reissue Type Rating |  |  |  |  |  |  |  |
| 4.010 |  Issue Additional Aircraft Ratings  |  |  |  |  |  |  |  |
| 4.011 | Issue/renew/reissue Flight Instructor Licence |  |  |  |  |  |  |  |
| 4.012 | Issue/renew/reissue instructor authorisation for flight simulation training |  |  |  |  |  |  |  |
| 4.013 |  Issue/Renew Ground Instructor Licence |  |  |  |  |  |  |  |
| 4.014 | Issue/Renew/Reissue Flight Engineer Licence/Class rating |  |  |  |  |  |  |  |
| 4.015 | Issue/renew/reissue Instructor Licence for Flight Engineer Instruction |  |  |  |  |  |  |  |
| 4.016 | Validate a foreign licence of non-[STATE] licence held by manufacturer flight crew |  |  |  |  |  |  |  |
| 4.017 | Issue/Renew Parachute Rigger Licence |  |  |  |  |  |  |  |
| 4.018 | Issue/Renew Aviation Repairman Licence for Experimental Aircraft Builder |  |  |  |  |  |  |  |
| 4.019 | Issue a Pilot Licence Based on Military Competence |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.020 | Issue an emergency replacement licence/certificate/authorisation |  |  |  |  |  |  |  |
| 4..021 | Evaluate an application for a change of personal data of personnel licence holder |  |  |  |  |  |  |  |
| 4.100 | Issue complex aeroplane endorsement |  |  |  |  |  |  |  |
| 4.101 | Issue high performance aeroplane endorsement |  |  |  |  |  |  |  |
| 4.102 | Issue high altitude aircraft endorsement |  |  |  |  |  |  |  |
| 4.103 | Issue a Letter of Authorisation to a Pilot in Command to Operate Military Surplus Aircraft |  |  |  |  |  |  |  |
| 4.104 |  Issue a Letter of Authorization in Lieu of a Type Rating |  |  |  |  |  |  |  |
| 4.105 | Issue Special purpose pilot/flight engineer authorisation for foreign operators flying [state] registered aircraft outside [state] |  |  |  |  |  |  |  |
| 4.106 | Issue/renew/terminate Inspection Authorization |  |  |  |  |  |  |  |
| 4.201 | Conduct written/knowledge test for a personnel licence |  |  |  |  |  |  |  |
| 4.301 | Conduct a private pilot skill test |  |  |  |  |  |  |  |
| 4.302 | Conduct a commercial pilot skill test |  |  |  |  |  |  |  |
| 4.303 | Conduct an instrument rating skill test |  |  |  |  |  |  |  |
| 4.304 | Conduct an airline transport pilot skill test |  |  |  |  |  |  |  |
| 4.305 | Conduct an MPL skill test |  |  |  |  |  |  |  |
| 4.306 | Conduct a remotely piloted aircraft skill test |  |  |  |  |  |  |  |
| 4.307 | Conduct a flight instructor skill test |  |  |  |  |  |  |  |
| 4.308 | Conduct Skill Test for Additional Aircraft Rating |  |  |  |  |  |  |  |
| 4.309 | Conduct a Flight Engineer Flight Skill Test |  |  |  |  |  |  |  |
| 4.310 | Conduct a Flight Navigator Skill Test |  |  |  |  |  |  |  |
| 4.311 | Conduct a Flight Operations Officer/Dispatcher Skill Test |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.312 | Conduct an Aviation Mechanic Technical Skill Test/Added Rating |  |  |  |  |  |  |  |
| 4.313 | Conduct a Parachute Rigger Skill Test/Added Rating |  |  |  |  |  |  |  |
| 4.314 | Conduct a Special Medical Skill Test for SODA |  |  |  |  |  |  |  |
| 4.401 | Flight crew qualification - Conduct a Competency Check for an Air Operator Pilot |  |  |  |  |  |  |  |
| 4.402 | Flight crew qualification - Conduct a Category II and/or Category III Check of an Air Operator Pilot |  |  |  |  |  |  |  |
| 4.403 | Flight crew qualification - Conduct a Flight Engineer Proficiency/Competency Check |  |  |  |  |  |  |  |
| 4.404 | Conduct a VFR Pilot Competency Check for Air Operator |  |  |  |  |  |  |  |
| 4.404 | Conduct a Pilot Proficiency Check for non-AOC holder |  |  |  |  |  |  |  |
| 4.405 | Conduct a Pilot Instrument Proficiency Check |  |  |  |  |  |  |  |
| 4.406 | Conduct a Flight Engineer Proficiency Check  |  |  |  |  |  |  |  |
| 4.407 | Conduct a Category II or Category III Pilot Flight Check |  |  |  |  |  |  |  |
| 4.408 | Conduct Proficiency Check for a Training Center Evaluator |  |  |  |  |  |  |  |
| 4.409 | Conduct Flight Check for Additional Aircraft Ratings  |  |  |  |  |  |  |  |
| 4.410 | Re-examination of an Airman |  |  |  |  |  |  |  |
| 4.411 | Conduct Inspector Flight Check in Accordance with CAA inspector pilot currency programme |  |  |  |  |  |  |  |
| 4.412 |  Conduct a Pilot in Command Proficiency Check  |  |  |  |  |  |  |  |
| 4.501 |  Appoint a Designated Aircraft Dispatcher Examiner  |  |  |  |  |  |  |  |
| 4.502 | Renew an Aircraft Dispatcher Examiner  |  |  |  |  |  |  |  |
| 4.503 |  Designate an Air carrier Type rating examiner (TRE)  |  |  |  |  |  |  |  |
| 4.504 |  Designate an Air Carrier Pilot Examiner Within an Air Operators Designated Examiner Program |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.505 | Designate or Renew a Flight Engineer Examiner Within an Air operator's designated examiner Program |  |  |  |  |  |  |  |
| 4.506 | Designate a Pilot Examiner  |  |  |  |  |  |  |  |
| 4.507 |  Renew a Pilot Examiner Designation |  |  |  |  |  |  |  |
| 4.508 | Designate a Pilot Proficiency Examiner  |  |  |  |  |  |  |  |
| 4.509 |  Renew a Pilot Proficiency Examiner Designation  |  |  |  |  |  |  |  |
| 4.510 | Designate/Renew PPL examiner |  |  |  |  |  |  |  |
| 4.511 | Designate/Renew CPL examiner |  |  |  |  |  |  |  |
| 4.512 | Designate/Renew IR examiner |  |  |  |  |  |  |  |
| 4.513 | Designate/Renew ATPL examiner |  |  |  |  |  |  |  |
| 4.514 | Designate/renew Flight Instructor Examiner |  |  |  |  |  |  |  |
| 4.515 | Designate a Flight Engineer Examiner  |  |  |  |  |  |  |  |
| 4.516 | Renew a Flight Engineer Examiner Designation  |  |  |  |  |  |  |  |
| 4.517 | Designate/renew Flight Navigator Examiner |  |  |  |  |  |  |  |
| 4.518 | Appoint/Renew/Terminate a General Aviation (GA) Technical Personnel Examiner (TPE) |  |  |  |  |  |  |  |
| 4.519 | Appoint/Renew/Terminate a Mechanic Examiner |  |  |  |  |  |  |  |
| 4.520 | Appoint/Renew/Terminate a Parachute Rigger Examiner |  |  |  |  |  |  |  |
| 4.521 | Certificate/Renew/Cancel a Designated Airworthiness Representative's Authorization  |  |  |  |  |  |  |  |
| 4.601 | Evaluate FSTD Levels 1-5 and other devices to be used for training for licenses/ratings |  |  |  |  |  |  |  |
| 4.602 | Evaluate FSTD to be used for training for licenses/ratings |  |  |  |  |  |  |  |
| 4.701 | Conduct Cert Phase I: Pre-application Phase |  |  |  |  |  |  |  |
| 4.702 | Conduct Cert Phase II: Formal Application Phase  |  |  |  |  |  |  |  |
| 4.703 | Conduct Cert Phase III: Document Compliance Phase |  |  |  |  |  |  |  |
| 4.704 | Conduct Cert Phase IV: Demonstration and Inspection Phase |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.705 | Review Cert Phase V: Certification Phase |  |  |  |  |  |  |  |
| 4.706 | Obtain Certificate Number for an ATO |  |  |  |  |  |  |  |
| 4.707 | Issue/Amend/Cancel Training Specifications |  |  |  |  |  |  |  |
| 4.708 | Conduct ATO renewal |  |  |  |  |  |  |  |
| 4.709 | Respond to potential ATO applicant pre-application inquiry  |  |  |  |  |  |  |  |
| 4.710 |  Review pre-application form for ATO applicant |  |  |  |  |  |  |  |
| 4.711 | Conduct ATO applicant pre-application meeting |  |  |  |  |  |  |  |
| 4.712 | Review formal ATO application |  |  |  |  |  |  |  |
| 4.713 | Conduct formal application meeting for ATO applicant |  |  |  |  |  |  |  |
| 4.714 | Evaluate ATO personnel qualifications |  |  |  |  |  |  |  |
| 4.715 | Evaluate an ATO statement of compliance |  |  |  |  |  |  |  |
| 4.716 | Evaluate a Training and Procedures Manual |  |  |  |  |  |  |  |
| 4.717 | Evaluate Training Center Safety Procedures |  |  |  |  |  |  |  |
| 4.718 | Evaluate an ATO Quality System Manual |  |  |  |  |  |  |  |
| 4.719 | Evaluate an ATO Safety Management Manual |  |  |  |  |  |  |  |
| 4.720 | Approve an ATO aircraft Minimum Equipment List (MEL) initial/revision |  |  |  |  |  |  |  |
| 4.721 | Evaluate ATO lease or contract |  |  |  |  |  |  |  |
| 4.722 | Evaluate a Training Course |  |  |  |  |  |  |  |
| 4.723 | Evaluate an ATO Training Programme |  |  |  |  |  |  |  |
| 4.724 | Evaluate a Core Curriculum |  |  |  |  |  |  |  |
| 4.725 | Evaluate a Specialty Curriculum |  |  |  |  |  |  |  |
| 4.726 | Evaluate a Special Curricula for an ATO training Pilots |  |  |  |  |  |  |  |
| 4.727 | Evaluate a Contractor Training Programme for an ATO |  |  |  |  |  |  |  |
| 4.728 | Standardise ATO Curricula and Related Syllabi at multiple centres of one training company |  |  |  |  |  |  |  |
| 4.729 | Add a training course to an Existing ATO Certificate |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 4.730 | Evaluate the Record-Keeping System Used by an ATO |  |  |  |  |  |  |  |
| 4.731 | Evaluate ATO facilities and equipment |  |  |  |  |  |  |  |
| 4.732 |  Evaluate a Satellite Used by a Training Organisation |  |  |  |  |  |  |  |
| 4.733 | Evaluate an ATO Flight Simulation Training Device |  |  |  |  |  |  |  |
| 4.734 | Evaluate an ATO flight training aids |  |  |  |  |  |  |  |
| 4.735 | Evaluate Aircraft Used by ATO's training pilots  |  |  |  |  |  |  |  |
| 4.736 | Evaluate Aerodromes used by an ATO |  |  |  |  |  |  |  |
| 4.737 | Evaluate Ground Training Facilities Used by an ATO |  |  |  |  |  |  |  |
| 4.738 | Evaluate an ATO Pilot Briefing Area  |  |  |  |  |  |  |  |
| 4.739 | Evaluate an ATO Satellite Base |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Emerging Technologies Approvals** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 5.000 | RESERVED |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Specialized Job Tasks** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 6.000 | RESERVED |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Surveillance** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.001 | Plan a surveillance work programme |  |  |  |  |  |  |  |
| **Air Operations** |
| 7.201 | Issue an aircraft condition notice |  |  |  |  |  |  |  |
| 7.202 | Inspect an air ambulance operator aircraft |  |  |  |  |  |  |  |
| 7.203 | Ground an Operator's Aircraft |  |  |  |  |  |  |  |
| 7.204 | Inspect Aircraft Modified or Equipped with Night Vision Imaging System |  |  |  |  |  |  |  |
| 7.205 | Conduct a Spot Inspection of an Operator’s Aircraft |  |  |  |  |  |  |  |
| 7.206 |  Inspect operator's Dispatch/Flight Following Procedures  |  |  |  |  |  |  |  |
| 7.208 | Monitor an Operator During Merger/ Acquisition/Bankruptcy Proceedings |  |  |  |  |  |  |  |
| 7.209 |  Evaluate/Inspect an Operator's De-icing/Anti-Icing Program/Revision |  |  |  |  |  |  |  |
| 7.210 | Inspect an Extended Range Operations for Two-Engine Airplanes (ETOPS)  |  |  |  |  |  |  |  |
| 7.211 | Inspect an operator's refuelling procedures |  |  |  |  |  |  |  |
| 7.212 | Inspect an operator/Agency maintenance control manual |  |  |  |  |  |  |  |
| 7.213 | Inspect a Continuous Airworthiness Maintenance Programme (CAMP) |  |  |  |  |  |  |  |
| 7.214 | Inspect a mechanical interruption summary (MIS) report |  |  |  |  |  |  |  |
| 7.215 | Inspect an aircraft inspection program (AIP) |  |  |  |  |  |  |  |
| 7.216 | Inspect a reduced vertical separation minimums (RVSM) programme |  |  |  |  |  |  |  |
| 7.217 | Inspect a Continuing Analysis and Surveillance Program (CASS) |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.218 |  Inspect an operator's Operations Manual |  |  |  |  |  |  |  |
| 7.219 |  Inspect an operator Internal Evaluation Program |  |  |  |  |  |  |  |
| 7.220 |  Inspect an operator's Maintenance Provider |  |  |  |  |  |  |  |
| 7.221 |  Monitor Operator's Continuous Airworthiness Maintenance Program (CAMP)/Revision |  |  |  |  |  |  |  |
| 7.222 |  Monitor an Operator During a Strike/Labour Unrest/Financial Stress |  |  |  |  |  |  |  |
| 7.223 | Review an operator's mechanical interruption summary (MIS) programme/report |  |  |  |  |  |  |  |
| 7.224 | Monitor an Operator's Refuelling Procedures |  |  |  |  |  |  |  |
| 7.225 |  Inspect an Operator's Avionics Test Equipment/Program |  |  |  |  |  |  |  |
| 7.226 | Monitor operator's Aircraft Inspection Program (AIP) |  |  |  |  |  |  |  |
| 7.228 |  Monitor a Maintenance Program for [STATE] Registered Aircraft Operated by a Foreign Operator |  |  |  |  |  |  |  |
| 7.229 |  Monitor a Continuing Analysis and Surveillance Program (CASP)/Revision |  |  |  |  |  |  |  |
| 7.230 | Inspect operators reliability programme |  |  |  |  |  |  |  |
| 7.231 |  Inspect operators Manual Management System |  |  |  |  |  |  |  |
| 7.232 | Inspect an operator's liability programme/revision |  |  |  |  |  |  |  |
| 7.233 | Monitor maintenance programme of foreign operator using STATE registered aircraft |  |  |  |  |  |  |  |
| 7.234 | Conduct a Cabin End-Route Inspection |  |  |  |  |  |  |  |
| 7.235 |  Conduct a Cockpit End Route Inspection |  |  |  |  |  |  |  |
| 7.236 | Inspect a maintenance facility |  |  |  |  |  |  |  |
| 7.237 | Inspect a general maintenance manual |  |  |  |  |  |  |  |
| 7.238 | Inspect for Unapproved parts |  |  |  |  |  |  |  |
| 7.239 | Inspect an altimeter setting source |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.240 | Inspect a communications station used for dispatch/flight following |  |  |  |  |  |  |  |
| 7.241 | Inspect avionics test equipment |  |  |  |  |  |  |  |
| 7.242 | Inspect an AOC Holder's Line Station Operations and Facilities |  |  |  |  |  |  |  |
| 7.243 | Inspect a main operations base |  |  |  |  |  |  |  |
| 7.244 | Inspect a non-certificated heliport  |  |  |  |  |  |  |  |
| 7.245 | Conduct inspection of FSTD used for operator training |  |  |  |  |  |  |  |
| 7.246 | Inspect a an air operators dispatch station |  |  |  |  |  |  |  |
| 7.247 | Inspect an operator's Check Airman/ Check personnel |  |  |  |  |  |  |  |
| 7.248 | Inspect operator's Personnel Who have been Granted Operational Control Authority |  |  |  |  |  |  |  |
| 7.249 | Inspect operator's Operational Control |  |  |  |  |  |  |  |
| 7.250 | Inspect an operator's crew and Dispatcher Records |  |  |  |  |  |  |  |
| 7.251 | Inspector aircraft maintenance records |  |  |  |  |  |  |  |
| 7.252 | Inspect an operator's Trip Records |  |  |  |  |  |  |  |
| 7.253 | Inspect Operator's Maintenance Records |  |  |  |  |  |  |  |
| 7.254 | Inspect an Operator's Aircraft Maintenance Records |  |  |  |  |  |  |  |
| 7.255 | Inspect maintenance training programme |  |  |  |  |  |  |  |
| 7.256 | Inspect a maintenance reliability programme |  |  |  |  |  |  |  |
| 7.257 | Inspect a Cabin Crew Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.258 | Inspect a Check Airmen and/or Instructor(s) Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.259 | Inspect a Dispatcher/Flight Operations Officer Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.260 | Inspect the FSTD used for operator training |  |  |  |  |  |  |  |
| 7.261 | Inspect operators Station Personnel Training Program/Course(s) |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.262 |  Inspect operator's Flight Follower Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.263 | Inspect operator's Flight Crewmember Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.264 |  Inspect operator's Aircrew Designated Examiner (ADE) Training Program/Course(s) |  |  |  |  |  |  |  |
| 7.265 |  Surveillance of a Training Course for Flight Crewmembers Other Than Pilots and Airmen Other Than Flight Crews  |  |  |  |  |  |  |  |
| 7.266 | Inspect an General Aviation/Executive/Corporate Operator  |  |  |  |  |  |  |  |
| 7.267 | conduct ramp inspector of foreign-registered aircraft |  |  |  |  |  |  |  |
| 7.268 | Conduct a Ramp Inspection of an air operator  |  |  |  |  |  |  |  |
| 7.269 | Conduct an ultralight ramp inspection |  |  |  |  |  |  |  |
| 7.270 | Conduct a rotorcraft external load ramp inspection |  |  |  |  |  |  |  |
| 7.271 | Conduct a rotorcraft external load base inspection |  |  |  |  |  |  |  |
| 7.272 | Monitor a rotorcraft external load operation |  |  |  |  |  |  |  |
| 7.273 | Inspect rotorcraft external load maintenance records |  |  |  |  |  |  |  |
| 7.274 | Conduct a Ramp Inspection of a an agricultural operator |  |  |  |  |  |  |  |
| 7.275 | Inspect agricultural operation Including Congested Area Operations |  |  |  |  |  |  |  |
| 7.276 |  Inspect an Agricultural Operator's Main Base/Facility |  |  |  |  |  |  |  |
| 7.277 | Conduct a Base Inspection of an Agricultural Operator |  |  |  |  |  |  |  |
| 7.278 | Conduct surveillance of an aviation event (e.g. air show) |  |  |  |  |  |  |  |
| 7.279 | Conduct surveillance of a banner tow operator |  |  |  |  |  |  |  |
| 7.280 | Conduct surveillance of a motion picture or television filming production event |  |  |  |  |  |  |  |
| **AMO** |
| 7.301 | Inspect an AMO  |  |  |  |  |  |  |  |
| 7.302 | Inspect an AMO satellite or sub-contractor |  |  |  |  |  |  |  |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.303 | Inspect an AMO recordkeeping system |  |  |  |  |  |  |  |
| 7.304 | Inspect AMO Personnel Records |  |  |  |  |  |  |  |
| 7.305 | Inspect an AMO and Quality Control manual(s)/Revision |  |  |  |  |  |  |  |
| 7.306 | Inspect an AMO quality assurance system |  |  |  |  |  |  |  |
| 7.307 | Inspect an AMO SMS manual |  |  |  |  |  |  |  |
| 7.308 | Inspect an AMO training programme |  |  |  |  |  |  |  |
| 7.309 | Inspect an AMO Inspection Procedures Manual/Revision |  |  |  |  |  |  |  |
| 7.301 | Inspect an AMO  |  |  |  |  |  |  |  |
| 7.302 | Inspect an AMO satellite or sub-contractor |  |  |  |  |  |  |  |
| 7.303 | Inspect an AMO recordkeeping system |  |  |  |  |  |  |  |
| 7.304 | Inspect AMO Personnel Records |  |  |  |  |  |  |  |
| 7.305 | Inspect an AMO and Quality Control manual(s)/Revision |  |  |  |  |  |  |  |
| 7.306 | Inspect an AMO quality assurance system |  |  |  |  |  |  |  |
| 7.307 | Inspect an AMO SMS manual |  |  |  |  |  |  |  |
| 7.308 | Inspect an AMO training programme |  |  |  |  |  |  |  |
| 7.309 | Inspect an AMO Inspection Procedures Manual/Revision |  |  |  |  |  |  |  |
| **PEL** |
| 7.401 | Surveil a personnel licence holder |  |  |  |  |  |  |  |
| 7.402 | Surveil a pilot at an air show  |  |  |  |  |  |  |  |
| 7.403 |  Surveil a Flight Instructor  |  |  |  |  |  |  |  |
| 7.404 | Surveil an Aviation Maintenance Technician  |  |  |  |  |  |  |  |
| 7.405 | Surveil the holder of an Inspection Authorization (IA) |  |  |  |  |  |  |  |
| 7.406 | Surveil an Aviation Repairman |  |  |  |  |  |  |  |
| 7.407 | Surveil a Parachute Rigger |  |  |  |  |  |  |  |
| 7.421 | Inspect a flight instructor refresher course |  |  |  |  |  |  |  |
| 7.422 | Inspect a personnel licensing knowledge testing facility |  |  |  |  |  |  |  |
| 7.423 | Inspect FSTD used for personnel licensing training |  |  |  |  |  |  |  |
| 7.431 | Inspect a Designated Pilot Examiner (DPE) |  |  |  |  |  |  |  |
| 7.432 | Inspect a Flight Engineer Examiner |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 7.433 | Inspect a Flight Operations Officer/Dispatcher Examiner |  |  |  |  |  |  |  |
| 7.434 | Inspect a Designated Examiner's Certification Files |  |  |  |  |  |  |  |
| 7.435 | Monitor a Designated Airworthiness Representative (DAR) |  |  |  |  |  |  |  |
| 7.436 |  Monitor a Technical Personnel Examiner (TPE) |  |  |  |  |  |  |  |
| 7.437 | Inspect a Designated Mechanic Examiner (DME) |  |  |  |  |  |  |  |
| 7.438 | Inspect a Designated Parachute Rigger Examiner |  |  |  |  |  |  |  |
| 7.439 | Review Examiner Certification Files |  |  |  |  |  |  |  |
| 7.440 | Inspect a Pilot Examiner Training Course |  |  |  |  |  |  |  |
| 7.441 | Inspect a Training Center Designated Examiner |  |  |  |  |  |  |  |
| 7.451 | Inspect an ATO - (non-mechanic) |  |  |  |  |  |  |  |
| 7.452 | Inspect an ATO - Mechanic / Maintenance training |  |  |  |  |  |  |  |
| 7.453 | Inspect ATO aircraft and related facilities |  |  |  |  |  |  |  |
| 7.454 |  Inspect Personal Computer Aviation Training Device  |  |  |  |  |  |  |  |
| 7.455 |  Inspect the ATO Use of FSTD |  |  |  |  |  |  |  |
| 7.456 |  Inspect the Personnel Records of an ATO  |  |  |  |  |  |  |  |
| 7.457 |  Inspect Student Records  |  |  |  |  |  |  |  |
| 7.458 |  Inspect ATO training Personnel Records  |  |  |  |  |  |  |  |
| 7.459 | Inspect ATO training curriculum/course |  |  |  |  |  |  |  |
| 7.460 | Surveillance of an Air Operator Training Program Conducted by a ATO |  |  |  |  |  |  |  |
| 7.461 | Observed a Knowledge Test, Practical Test, Stage Check or End-of-Course Test to Students of an ATO |  |  |  |  |  |  |  |
| 7.462 | Conduct a Ramp Inspection of an ATO Aircraft  |  |  |  |  |  |  |  |
| 7.463 | Surveillance of Aircraft Documents  |  |  |  |  |  |  |  |
| 7.464 |  Inspect designees in an ATO |  |  |  |  |  |  |  |
| 7.465 | Surveillance of a ATO school Evaluator |  |  |  |  |  |  |  |

|  |
| --- |
| **Inspector Training Profile Worksheet****Inspector Name:** |
| **Resolution of Safety Issues** |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 8.001 | Investigate an aircraft incident |  |  |  |  |  |  |  |
| 8.002 | Investigate an aircraft occurrence |  |  |  |  |  |  |  |
| 8.003 | investigate a foreign air operator incident |  |  |  |  |  |  |  |
| 8.004 | Investigate a parachute jumping incident |  |  |  |  |  |  |  |
| 8.101 | Investigate an aircraft accident |  |  |  |  |  |  |  |
| 8.201 | Conduct an enforcement investigation |  |  |  |  |  |  |  |
| 8.202 | Investigate non-compliance in accordance with self-disclosure |  |  |  |  |  |  |  |
| 8.203 | Provide technical assistance to legal counsel |  |  |  |  |  |  |  |
| 8.204 | Investigate a complaint |  |  |  |  |  |  |  |
| 8.205 | Investigate a noise complaint or damage caused by a civil aircraft |  |  |  |  |  |  |  |
| 8.206 | Investigate reports of reckless flying |  |  |  |  |  |  |  |
| 8.207 | Investigate a hazardous Air Traffic Report (HATR) |  |  |  |  |  |  |  |
| 8.208 | Investigate a pilot deviation |  |  |  |  |  |  |  |
| 8.209 | Investigate a gross navigation error |  |  |  |  |  |  |  |
| 8.210 | Investigate a report of a near mid-air collision (MNAC) |  |  |  |  |  |  |  |
| 8.211 | Investigate a report of emergency evacuation |  |  |  |  |  |  |  |
| 8.212 | Investigate an incident involving hazardous materials |  |  |  |  |  |  |  |
| 8.213 | Process surrender of a personnel licence, medical certificate, designation, or related authorisations |  |  |  |  |  |  |  |
| 8.214 | Process surrender of a certificate - AOC, AMO, ATO |  |  |  |  |  |  |  |
| 8.215 | Withdrawal, suspension, revocation, denial or amendment of operations or training specifications |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Description | Course Number | Level 1 | Level 2 | Level 3 |
| Date | Initials | Date | Initials | Date | Initials |
| 8.216 | Respond to a request to make a deposition or court appearance |  |  |  |  |  |  |  |
| 8.217 | Process the surrender of a certificate holder's certificate |  |  |  |  |  |  |  |
| 8.218 | Provide technical assistance to legal counsel |  |  |  |  |  |  |  |
| 8.219 | Re-examine an airman  |  |  |  |  |  |  |  |