

Checklist for Approval of Engineering Training Organisation:

Organisation and Equipment		
1	Submission of application form (Form no)	
2	Experience and qualification of responsible person for the training organisation	
3	Check suitable accommodation and training staff	
Lectures Rooms		
4	Are there enough classrooms for the courses offered ?	
5	Air condition, lighting, ventilation and noise	
6.	Classroom furniture, wallboards, equipment for teaching	
7	Storage area for equipment	
8	Teaching, demonstration and projection facilities are available and adequately maintained	
Library		
9	Are controlled copies of aircraft maintenance manuals , up to date ?	
10	Check currency of regulations applicable (MCA)R	
	Check company's exposition	
	Check access to Airworthiness Directives	
Course Approval		
11	Is application to extent the existing approval?	
12	Is there any significant change in course syllabus?	
13	Adequacy of theoretical training- check course syllabus	
14	Adequacy of practical training	
15	Instructions on special technique of maintenance for the type of aircraft	
16	Minimum course pre-requisites	
17	Are lecture notes, handouts and illustrations current ?	
Examinations		
18	Availability of phase examinations ?	
19	Do questions paper cover the course syllabus ?	
20	Do pass standard of examination similar to DCA examination ?	
21	Who is responsible to set the examination paper ?	
22	Security of examination paper – locked cabinet ?	

	Records	
22	Check examination records are current	
	Instructors	
23	Are instructors qualified to teach a particular subject ?	
	Practical Training	
24	Are provision for practical training adequate ?	
	Additional Information	

Approved Organisation Exposition : Date of DCA's copy:

Date of qoganisation's copy:

Organisation was visited on :

List of DCA's officers:

- 1.
- 2.
- 3.
- 4.
- 5.

Report date & signature: