OPERATOR :	LOCATION :	
CHECKED BY :	CHECK DATE:	SIGNATURE :

Instructions for Use:

1. Check **'S'** column if you reviewed the record, procedure or event and it is **'Satisfactory'**.
2. Check `**U'** column if you reviewed the record, procedure or event and it is `**Unsatisfactory'.**
3. Check **NS** (not **seen**) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA** (not **applicable)** column, if the line item is not required in this particular situation.
5. 'Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

		S	U	N/S	N/A
	Flight and Duty Times for the preceding 12 Months, showing the following up-to-date totals :				
1.	7 days				
2.	30 days				
3.	365 days				
4.	**Current flight crew rosters**				
5.	3 months				

REMARKS & OBSERVATIONS

Additional comments attached □ =>

		CERTIFICATES	S	U	N/S	N/A
6.		Copies of All Pilot License in the records?				
7.		Copies of current Medical Certificates in the records?				
		MINIMUM EXPERIENCE				
8.		Appropriate minimum experience in record for VFR operations?				
9.		Appropriate minimum experience in the records for IFR operations ?				
		COMPANY PROCEDURES				
10.		Completion of Company Procedures Training in records?				
		TR, CONVERSION or COMMANDER				
11.		Completion of Type Rating Course in all records?				
12.		Completion of aircraft-specific systems training in all records				
13.		Completion of aircraft specific simulator training in all records				
14.		Completion of aircraft specific flight training in all records				
15.		Completion of required differences training posted in all records				
16.		Initial emergency equipment training posted in all records ?				
17.		Initial emergency experience training, including ditching posted? ;				
18.		General First Aid training posted in all records				
19.		Initial security training posted in all records?				
20.		Initial dangerous goods training posted in all records?				
21.		Initial CRM training posted in all records;				
		QUALIFYING				
22.		Initial Proficiency Test for current aircraft assignment posted in all records?				
23.		Line flying under Supervision completion posted in all records?				

24.	Line Checks completion posted in all records?				
25.	Route Competence Qualification posted in all records? ;				
26.	Either Seat Qualification posted in appropriate records?				
27.	Aerodrome Competence Qualification posted in appropriate records?				
	RECURRENT TRAINING				
28.	Recurrent Company Procedures training posted?				
29.	Recurrent aircraft-specific systems training posted				
30.	Recurrent aircraft-specific simulator training posted				
31.	Recurrent aircraft-specific flight training posted				
32.	Recurrent dangerous goods training posted				
33.	Recurrent emergency equipment and safety training posted ?				
34.	Recurrent CRM training posted?				
35.	Recurrent emergency hands-on experience posted ?				
36.	Recurrent security training posted				
	RECURRENT CHECKING				
37.	Current Operator Proficiency Check in assigned aircraft posted?				
38.	Current Line Checks in the assigned aircraft posted				
39.	Emergency and Safety equip checks posted ?				
	RECORDS RETENTION, SECURITY AND AVAILABILITY				
40.	Records retained for proper periods?				

Validated by
Director of Aviation Safety
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41.	Records secured from unauthorized modifications or theft?				
42.	When crewmember changes air operator, a copy of the crewmembers records is provided to the other air operator upon proper request?				
	REMARKS & OBSERVATIONS				
	Additional comments attached ☐ =>				
	INDIVIDUAL PILOT FILE				
	CERTIFICATES				
43.	Pilot License				
44.	Medical Certificate				
	MINIMUM EXPERIENCE				
45.	VFR				
46.	IFR				
	COMPANY PROCEDURES				
47.	Company Procedures Training				
	TR, CONVERSION or COMMANDER				
48.	Type Rating Course original				
49.	aircraft-specific systems training (Original or upgrade)				
50.	aircraft-specific simulator training (Original or upgrade)				
51.	aircraft-specific flight training (Original or upgrade)				
52.	differences training ? (Original or upgrade)				
53.	Initial emergency equipment training (Original or upgrade)				
54.	Initial emergency experience training, including ditching (Original or upgrade)				

55.	General First Aid training				
56.	Initial security training				
57.	Initial dangerous goods training				
58.	Initial CRM training				
	QUALIFYING				
59.	Initial Proficiency Test				
60.	Line flying under Supervision				
61.	Line Check original				
62.	Route Competence Qualification (12 months)				
63.	Either Seat Qualification				
64.	Aerodrome Competence Qual (12 months)				
	RECURRENT TRAINING				
65.	Company Procedures				
66.	Recurrent aircraft-specific systems training (12 months)				
67.	Recurrent aircraft-specific simulator training (12 months)				
68.	Recurrent aircraft-specific flight training (12 months)				
69.	Recurrent dangerous goods training (2 years)				
70.	Recurrent emergency equipment and safety training (12 months)				
71.	Recurrent CRM training (12 months)				

72.	Recurrent emergency hands-on experience (3 years)					
73.	Recurrent security training (12 months)					
	RECURRENT CHECKING					
74.	Operator Proficiency Check (6 months)					
75.	Line Checks (12 months)					
76.	Emergency and Safety equip checks (12 months)					