DOCUMENT INITIAL REVIEW FORM - TM

(GACAR PART 151)

Document(s)	Training Manual (TM)
Organization	
Issue Date	
Review Date	

Conformance	S = Satisfactory	U = Unsatisfactory	X = Not Applicable

Item	Subject / Subtopic	S	U	X
1.	**General / Administration**			
1.1	Issue / Edition Number and Effectivity / Validity Date	☐	☐	☐
1.2	Company Name, Location and Contact Details	☐	☐	☐
1.3	List of Effective Pages	☐	☐	☐
1.4	Record of Revisions (date and page included)	☐	☐	☐
1.5	Distribution List	☐	☐	☐
1.6	Table of Contents (comprehensive not fragmented)	☐	☐	☐
1.7	Definitions / Abbreviations	☐	☐	☐
1.8	Appendices / List and Sample of Forms	☐	☐	☐
1.9	Manual Review, Amendment and Administration procedure (including Notification to the President for Acceptance of Revisions)	☐	☐	☐
1.10	Training Policy	☐	☐	☐
1.11	The Training Manual contains at Least:	☐	☐	☐
	(a) Statement by the accountable executive confirming that the training manual and any associated material are in compliance with this part and shall be complied with at all times	☐	☐	☐
	(b) The responsibilities and duties of the training post-holder, the training instructors and the examiners or/and practical assessors	☐	☐	☐
	(c) If training is delivered in house, a list of the training instructors, examiners or/and assessors (list may be submitted separately)	☐	☐	☐
	(d) A training is outsourced, a list of training organizations/third parties and the corresponding training subjects (list may be submitted separately).	☐	☐	☐
	(e) Provisions for annual training planning	☐	☐	☐
	(f) A general description of the training facilities, if initial or recurrent training is conducted by the certificated organization	☐	☐	☐
	(g) The training manual amendment procedure including the notification of the President for acceptance of revisions	☐	☐	☐
	(h) A Training Program (detailed in item 4)	☐	☐	☐
	(i) The Training Manual contains at Least:	☐	☐	☐
2.	**Training Management & Organization**			
2.1	Training Organization Objectives	☐	☐	☐
2.2	Training Standards	☐	☐	☐
2.3	Corporate & Training Organization Charts	☐	☐	☐
2.4	Management Personnel Duties & Responsibilities	☐	☐	☐
2.5	Delegation of Authority (in absence)	☐	☐	☐
2.6	Record of Instructional, Examination and Assessor Staff	☐	☐	☐
2.7	Record of Training Sub-Contractors	☐	☐	☐

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2.8	General Description of Training Facilities & Equipment (Theoretical and Practical)	☐	☐	☐
2.9	Qualifications, Selection & Evaluation of Instructors	☐	☐	☐
2.10	Qualifications, Selection & Evaluation of Examiners/Assessors	☐	☐	☐
3.	**Training & Examination Procedures**			
3.1	Training Methods	☐	☐	☐
3.2	Training Program Design	☐	☐	☐
3.3	Training Needs Analysis (TNA) / Review & Update	☐	☐	☐
3.4	Annual Training Planning	☐	☐	☐
3.5	Course Design & Preparation	☐	☐	☐
3.6	Course Delivery	☐	☐	☐
3.7	Course Syllabus/Material Review & Update	☐	☐	☐
3.8	Preparation of Examinations	☐	☐	☐
3.9	Conduct of Examinations	☐	☐	☐
3.10	Practical / On-the-job (OJT) Training	☐	☐	☐
3.11	Practical / OJT Training Assessment	☐	☐	☐
3.12	Preparation, Control & Issue of Certificates	☐	☐	☐
3.13	Assessment of Training Efficiency & Examination Results	☐	☐	☐
3.14	Training & Examination Records (Storage & Retention)	☐	☐	☐
4.	**Training Program**			
4.1	Covers all functions and tasks required to be performed by the ground services staff relevant to the operations specifications of the certificated organization.	☐	☐	☐
4.2	Includes the training curriculum (training matrix) for all job functions relevant to the operations specifications of the organization.	☐	☐	☐
4.3	Includes the syllabus for each initial or recurrent training component indicating all topics and subtopics covered.	☐	☐	☐
	(a) Each training component or standalone identified training methods.	☐	☐	☐
	(b) Each training component or standalone identified training means.	☐	☐	☐
4.4	Defines the knowledge training hours required for each training component for both initial and recurrent training.	☐	☐	☐
4.5	Defines the associated on-job-training (OJT) hours or number of events required to be performed for each relevant job function.	☐	☐	☐
4.6	Each OJT training element must have a syllabus and a schedule of activities for each OJT training session, including as applicable:	☐	☐	☐
	(a) Targeted learning objectives.	☐	☐	☐
	(b) Anticipated duration of the activity.	☐	☐	☐
	(c) GSE systems or means to be utilized.	☐	☐	☐
	(d) Scenario, processes, aircraft type and prevailing or simulated conditions.	☐	☐	☐
	(e) Normal operating, contingency or emergency procedures to be followed and the functions or tasks to be performed.	☐	☐	☐
4.7	Identifies the qualification criteria for both knowledge examinations and OJT assessments for each relevant training component and/or job function.	☐	☐	☐
4.8	Identifies the currency requirement for each training component.	☐	☐	☐
5.	**Training Material / Subjects (Theory and Practice, where applicable)**			
5.1	Regulatory Awareness	☐	☐	☐
5.2	Health & Safety (Airside Safety) Awareness	☐	☐	☐

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5.3	Emergency Response Awareness	☐	☐	☐
5.4	Security Awareness	☐	☐	☐
5.5	Human Factors Awareness	☐	☐	☐
5.6	Aerodrome Familiarization (tailored to address the specific circumstances at each aerodrome served by the ground service provider)	☐	☐	☐
5.7	Fire Safety (Fire prevention & Extinction)	☐	☐	☐
5.8	Safety Management System Awareness	☐	☐	☐
5.9	Regulatory Awareness (National and international aviation regulations relevant to the functions performed)	☐	☐	☐
5.10	Dangerous Goods Training (relevant to the applicable categories)	☐	☐	☐
5.11	Emergency & Contingency Training (specific to each job function required from the operations specifications):	☐	☐	☐
5.12	Operational Training (specific to each job function required from the operations specifications):	☐	☐	☐
	(a) Dangerous Goods	☐	☐	☐
	(b) Load Control / Weight & Balance	☐	☐	☐
	(c) Loading Supervision (aircraft loading & offloading)	☐	☐	☐
	(d) Passenger Handling (including DCS/CRS)	☐	☐	☐
	(e) Customer Services	☐	☐	☐
	(f) Airside Driving (specific to the aerodrome at which an employee is based)	☐	☐	☐
	(g) Ramp Supervision / Turnaround Coordination	☐	☐	☐
	(h) Headset Operations	☐	☐	☐
	(i) Baggage Handling	☐	☐	☐
	(j) Baggage Reconciliation	☐	☐	☐
	(k) Cargo Handling (cargo warehouse facility)	☐	☐	☐
	(l) Marshalling / Hand Signals (for aircraft and GSE, including wingman)	☐	☐	☐
	(m) Aircraft Cabin Cleaning	☐	☐	☐
	(n) Aircraft Exterior Cleaning	☐	☐	☐
	(o) In-flight Catering Operations	☐	☐	☐
	(p) Into-plane Fueling Operations	☐	☐	☐
	(q) Customer Airline Specific Training (DCS / CRS)	☐	☐	☐
	(r) English Language & Aviation Terminology Training (appropriate to the functions performed by the ground services staff)	☐	☐	☐
6.	**GSE Operators Training & Syllabi / Min. Duration (Theory & Practice)**			
6.1	Training on GSE relevant to all job functions and tasks required to be performed by the ground services staff relevant to the operations specifications of the certificated organization:	☐	☐	☐
	Push-back / Towing	☐	☐	☐
	Cargo Loader (incl. operation of cargo doors)	☐	☐	☐
	Conveyor Belt (incl. operation of cargo doors)	☐	☐	☐
	Ground Power Unit (GPU)	☐	☐	☐
	Air Starter Unit (ASU)	☐	☐	☐
	Air Condition Unit (ACU)	☐	☐	☐
	Passenger Boarding Bridge Operation	☐	☐	☐
	High loader (if in use)	☐	☐	☐

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	PRM Vehicle	☐	☐	☐
	Passenger & Crew Bus / Van	☐	☐	☐
	Passenger Steps	☐	☐	☐
	Potable Water	☐	☐	☐
	Waste Water Service	☐	☐	☐
	Baggage Tractor	☐	☐	☐
	ULD / Pallet Transporter	☐	☐	☐
	Catering Vehicle (incl. operation of passenger doors)	☐	☐	☐
	Anti / De-icing Vehicle	☐	☐	☐
	Fueling / De-fueling with Hydrant Dispenser	☐	☐	☐
	Fueling / De-fueling with Bowser	☐	☐	☐

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Item (Above)	Reference (in the Manual)	Findings / Observations / Remarks