



**PAKISTAN  
CIVIL AVIATION AUTHORITY  
PERSONNEL LICENSING OFFICE  
MONITORING REPORT – APPROVED PERSON**

**CAAF-043-RGLC-1.0**

<b>INITIAL APPROVAL</b>	<b>REVALIDATION</b>	<b>SPECIAL</b>	Ref: <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				

Name (person under check)	Licence/Certificate No	Staff No:	Operator/Organization
Job Function	Approval for :	Check Date	

**Comments required for each “SB” and “U” assessment**

	S	SB	U	N/O		S	SB	U	N/O
1. <b>EXPERIENCE</b> (in Respective field)					4. <b>INSTRUCTIONAL CHECK</b>				
a) Working Experience					a) Class room technique (if applicable)				
b) Supervisory Capacity					b) Knowledge of syllabus				
c) Instructional Experience					c) Preparation of lesson				
2. <b>ADMINISTRATIVE EXPERIENCE</b>					d) Demonstration lecture				
a) Administration of organization					e) Application				
b) Human Resource Management					f) Check or Test				
3. <b>CONDUCT</b>					g) Practical instructional technique (if applicable)				
a) With sub-ordinates					h) _____				
b) In stress					i) _____				
c) Towards improvement					j) _____				

**REMARKS**

Name (authorised person)	Licence No. (if applicable)	Date
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Authorised Person

**MARKING GUIDE**

**S** satisfactory    **SB** satisfactory with Briefing    **U** Unsatisfactory    **N/O** Not Observed