

 <p>پاکستان سول ایوی ایشن اتھارٹی</p>	<p align="center">PAKISTAN CIVIL AVIATION AUTHORITY PERSONNEL LICENSING DIRECTORATE SAFETY OVERSIGHT AUDIT REPORT FOR ATC STATIONS</p>	<p align="center"><u>CAAF-445-LCXX-1.0</u></p>
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For the Year _____

Name of ATC Station: _____

Address : _____

FINAL REMARKS :


Date of Audit:

Date: _____

LEAD AUDITOR

Name _____

Lic. No. _____

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LIST OF ICAO DOCUMENTS RELATED TO THE SAFETY OVERSIGHT AUDIT

Doc – 7300	⇒	Convention on International Civil Aviation
Annex – 1	⇒	Personnel Licensing
Doc – 9379	⇒	Manual of Procedures for Establishment and Management of a State's Personnel Licensing System
Doc – 9683	⇒	Human Factors Training Manual.
Circular-241-AN/145	⇒	Human Factors Digest No. 8, Human Factors in Air Traffic Control
Doc – 9734 Part A	⇒	Safety Oversight Audit Manual
MATS	⇒	Manual of Air Traffic services
Doc – 9432	⇒	Manual of Radio Telephony (FRTO)
Doc – 4444	⇒	PANS ATM

COMPANY OFFICIALS CONTACTED (Name/Designation)


1. _____
2. _____
3. _____
4. _____
5. _____

CAA AUDIT TEAM MEMBERS (Name/Designation)

1. _____
2. _____
3. _____


Note:

- 1) Fill the status column with (S) for satisfactory, (U) for unsatisfactory, (P) for partially satisfactory, (N/A) for not applicable and (N/O) for Not observed.
- 2) In case the status of a question is unsatisfactory or partial satisfactory, auditor is required to add remarks in the provided section.
- 3) Any violation identified for personnel license by individual may be subject to enforcement action under relevant provisions of Civil Aviation Rules and CAA Regulations.
- 4) Competent Authority may delist an ATC OJT station(s) from the list of initial OJT stations for issuance of ATC License on the basis of safety concerns or major audit findings related to training and licensing matters.

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GENERAL ASPECTS – PERSONNEL LICENCES

Sr.	Aspects to be audited or questions to be answered	Status	Remarks
1.	CAA Authorizations, Licenses/ Ratings & Approvals are available & valid for the privileges being exercised.		
2.	Does the ATC station has an Organogram with the duties & responsibilities of each person clearly defined with respect to training activities?		
3.	Relevant ICAO Annexes & Documents are available with the ATC station.		
4.	CARs, relevant ANOs, Air Safety Circulars (Lic) & other Instructions available with the ATC station.		
5.	AIP Pakistan with latest amendments is available.		
6.	Maps / Charts along with its revisions available.		
7.	ATC officials are familiar with ATC licencing Regulations.		
8.	ATC station conducts its business with written instructions & records e.g. SOPs and is maintaining a standing order register.		
9.	Training Program and/or training plan available.		
10.	Training manual containing the complete information with regards to the refresher training mechanism and plans have been formulated.		
11.	Adequate training aids including audio-visual training aids are available.		
12.	The space used for instructional purpose is properly lighted and ventilated.		
13.	Training study material available to the students.		
14.	Simulator being used for conducting the training? If yes, it is approved.		
15.	Conduct of Courses with by the following: <ul style="list-style-type: none"> • Refresher training course contents. • Assessment mechanism and reports. • Attendance sheet. • Lecture / simulator program. 		
16.	Duties assigned in duty roster are as per authorizations granted on individual's licenses.		
17.	Internal mechanism to assess the competency of ATC Licence holders on regular basis.		
18.	Internal mechanism to monitor the currency of ATCOs on regular basis.		
19.	Availability and status of log books especially with reference to recording of watches by individuals for their currency.		

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20.	Internal mechanism to monitor the ELP endorsement and medical assessment validity of ATC Licence holders on regular basis.		
Comments:			
ASPECTS RELATING TO CONDUCT OF OJT			
21.	Number & Names of instructors imparting OJT including their qualification and experience tally with approval by PCAA.		
22.	OJTI meet the required criteria for approval as OJT instructor and has OJTI endorsement.		
23.	Trainees meet the required criteria for the subject training and in possession of SATC Permit or valid licence.		
24.	A proper library available, which provides ready access to students the documentation, aviation books, literature etc.?		
25.	Met information available for the airports and the en-route before undertaking the watch/ training?		
26.	Procedures have been established to obtain preflight information and are being complied.		
27.	A satisfactory system of dissemination of current NOTAMS to trainees available.		
28.	Standardized checklists available for normal, abnormal and emergency procedures.		
29.	Duty time records being maintained for trainees and instructor.		
30.	Student allowed on the controls during peak traffic time.		
31.	Procedures have been established and implemented under which the trainees can be recommended for skill assessment/ solo check.		
32.	Stores relating to files and records maintained in a manner that they provide safekeeping, identity, and ease of retrieval.		
33.	Records are being maintained to show that each student has gone through proper training.		
34.	Dossier of each trainee maintained and updated including the supporting documentation?		
Comments:			

