



**EVALUATION OF MAINTENANCE  
TRAINING REPORTS**

**Reference:** CL: O-AWS016A

**Revision:** Revision 0

1.	Name of Applicant:
2.	Physical Address (Location) :
3.	Telephone Number:
4.	Fax Number:
5.	Approval held:
6.	Address of Training School (if different from above)
7.	Nominated Head of Training: (Please attach CV)
8.	Course Title:
9.	Venue of Course (if different from address above)
10.	Type of Application:
11.	Instructor(s) Name(s) and CV(s) (these can form an attachment)
12.	Person(s) responsible for co-ordination of training functions (theoretical and practical etc.) and for the production of training programme. Name(s) and CV(s) (these can form an attachment)
13	Accommodation: State number and size of the following
	i. Classroom(s):
	ii. Administrative Officer(s):
	iii. Demonstration Room(s):
	iv. Projection Room:
	v. Common Room:
	vi. Library:
	vii. Other:

	viii. Office Accommodation for Instructors:
	ix. Size of class (ref..... ICAO):
14	Maximum Number of Student per class
	Student/Tutor ratio:
	Entry Standards/Qualifications
	Course Duration
	Syllabus/Course Programme (this can be attached)
	Time Table (this can be attached)
	Time Table (this can be attached)
20	Training Aids
	i. Permanent fixture (e.g black board etc.)
	ii. Visual and other aids
	iii. Course notes (state if provided and frequency of amendment)
	iv. Other course materials used (e.g. books and other publications)
21	Examinations/Tests (State the following)
	i. Scope
	ii. Interval(s)
	iii. Type – (Essay, multiple choice, oral, practical etc)
	iv. If multiple choice – mode of scoring (Any penalty for wrong answers)
	v. Pass mark
	vi. Supervision of exams/tests
	vii. Procedure for Analysis of results

	viii. Failure rate
	ix. No. of attempts at final examination
22	Other information (State internal procedures adopted for the following)
	i. Revision of Syllabus
	ii. Amendment of Training/Course notes
	iii. Control and monitoring of Standards
	iv. Control of Library
	v. Production and allocation of international examinations
	vi. Control of course records
	vii. Security of examinations papers
	viii. Training and Retraining of Instructors
23	1. Observations and Comments:  2. Recommendation
25.	Name of the Inspector(s):  Signature and date: