QB9

COMPLIANCE QUESTION BANK

TRAINING AND PROFICIENCY CHECK PROGRAMMES

This question bank (QB) checks compliance with both ADR.**OR**.D.017 and ADR.**OPS**.B.010 and relates to all personnel involved in the operation, maintenance, and management of the aerodrome. When completing the QB, aerodrome operators should consider the training and proficiency check provision for:

a)   Aerodrome operations personnel
b)   Aerodrome management
c)   RFFS
d)   Personnel who operate unescorted on the movement area (inc contractors & 3rd parties)
e)   Personnel who operate unescorted on other aerodrome operational areas (inc contractors & 3rd parties)

Each question has a separate box for recording comments and/or documentation references relating to ADR.OR.D.017 (General IR/AMC for training and proficiency checks), and ADR.OPS.B.010 (RFFS IR/AMC for training and proficiency checks). It is only necessary to complete both boxes if RFFS training and aerodrome operations training are managed separately, or where there is IR/AMC specifically relating to RFFS (see Q9,27,28,29,30,31)

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
ADR.OR.D.017(a) and ADR.OPS.B.010 (b) for RFFS			
1	Has a training programme been established and implemented for personnel involved in the operation, maintenance and management of the aerodrome?		OR.D.017(a) OPS.B.010(b)
ADR.OR.D.017(b)			
2	Are unescorted persons operating on the movement area or other operational areas of the aerodrome adequately trained?		
ADR.OR.D.017(c) and ADR.OPS.B.010 (c) for RFFS			
3	Are proficiency checks carried out at adequate intervals to ensure that personnel can demonstrate continued competence?		OR.D.017(c) OPS.B.010 (c)

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No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
ADR.OR.D.017(d)(1) and ADR.OPS.B.010(d)(1) for RFFS			
4	Are adequately qualified and experienced instructors/assessors used for the implementation of the training programme?		OPS.D.017 (d)(1) OPS.B.010(d)(1)
ADR.OR.D.017(d)(2) and ADR.OPS.B.010(d)(2) for RFFS			
5	Are suitable facilities and means used for the provision of the training?		OR.D.017(d)(2) OPS.B.010(d)(2)
ADR.OR.D.017(e)(1) and ADR.OPS.B.010(e)(1) for RFFS			
6	Are appropriate qualification, training and proficiency check records maintained to demonstrate compliance with this requirement?		OR.D.017(e)(1)) OPS.B.010(e)(1)
ADR.OR.D.017(e)(2) and ADR.OPS.B.010(e)(2) for RFFS			
7	Is there a procedure that ensures training records are made available to personnel?		OR.D.017(e)(2)) OPS.B.010(e)(2)

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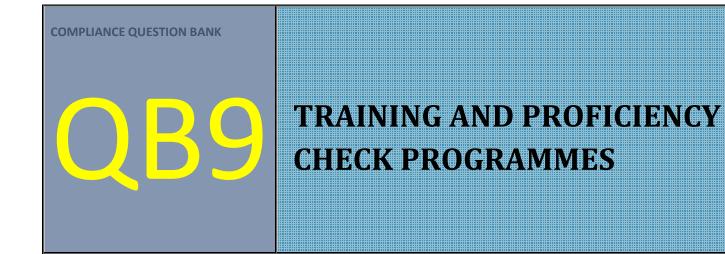| No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
ADR.OR.D.017(e)(3) and ADR.OPS.B.010(e)(3) for RFFS			
8	If a person is employed by another employer, on request, is there a procedure that ensures records of that person are made available to that new employer?		OR.D.017(e)(3) OPS.B.010(e)(3)
ADR.OPS.B.010(a)(3)			
9	RFFS Personnel only: Are RFFS personnel properly trained, equipped and qualified to operate in the aerodrome environment?		
GENERAL			
AMC1 ADR.OR.D.017(a);(b)(a)(1) and AMC1 ADR.OPS.B.010(b)(c)			
10	Is there a training programme covering all roles within the aerodrome operators' responsibilities?		OR.D.017(a);(b)(a)(1) OPS.B.010(b)(c)
AMC1 AR.OR.D.017(a);(b);(a)(1);(d) and AMC1 ADR.OPS.B.010(b);(c)			
11	Does it include: • Supervisors? • Instructors/Assessors? • Managers? • Senior Managers? • Accountable Manager?		OR.D.017(a);(b);(a)(1);(d) OPS.B.010(b);(c)

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No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
AMC1 ADR.OR.D.017(a);(b) (a)(2) and AMC1 ADR.OPS.B.010(b);(c)			
12	Are all unescorted persons operating on the movement area or other related operational areas provided with appropriate safety training?		OR.D.017(a);(b)(a)(2)
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b) (b) and AMC 1 ADR.OPS.B.010(b);(c)			
13	Is initial training conducted for all persons before commencing their duties or being allowed unescorted access to movement/operational areas?		OR.D.017(a);(b) (b)
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b); (c) and AMC1 ADR.OPS.B.010(b);(c)			
14	Does the training programme include SMS training appropriate to the individual's responsibility and involvement with the SMS?		OR.D.017(a);(b) (c))
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b) (c) and AMC1 ADR.OPS.B.010(b);(c)			
15	Does the SMS training cover human and organisational factors?		OR.D.017(a);(b) (c)
			OPS.B.010(b);(c)

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AMC1 ADR.OR.D.017(a);(b);(d)(1) and AMC1 ADR.OPS.B.010(b)(c)			
16	Does the training programme consist of a process to identify training standards?		OR.D.017(a);(b) (d)(1)
			OPS.B.010(b) (c)
AMC1 ADR.OR.D.017(a);(b);(d)(1) and AMC1 ADR.OPS.B.010 (b)(c)			
17	Is there a training syllabus?		OR.D.017(a);(b) (d)(1)
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b);(d)(1) and AMC1 ADR.OPS.B.010(b);(c)			
18	Has the frequency for each type of training/area of activity been identified?	Choose an item.	OR.D.017(a);(b)(d)(1)
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b);(d)(1) and AMC1 ADR.OPS.B.010(b);(c)			
19	Is there a process to track the completion of required training?		OR.D.017(a);(b)(d)(1)
			OPS.B.010(b);(c)

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AMC1 ADR.OR.D.017(a);(b);(d)(2) and AMC1 ADR.OPS.B.010(b)(c)			
20	Is there a validation process to measure the effectiveness of the training?		OR.D.017(a);(b)(d)(2) OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b);(d)(3-5) and AMC1 ADR.OPS.B.010(b);(c)			
21	Does the training programme consist of: • Initial, job-specific training? • On-the-job-training? • Recurrent training?		OR.D.017(a);(b)(d)(3-5) OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b);(e)(1)			
22	Does the training programme identify responsibilities and procedures for training and checking trainees?		
AMC1 ADR.OR.D.017(a);(b);(e)(2) and AMC1 ADR.OPS.B.010(b);(c)			
23	Does the training programme identify procedures to be applied where an individual does not achieve or maintain the required standards?		OR.D.017(a);(b)(e)(2) OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b) (f) and AMC1 ADR.OPS.B.010(b);(c)			
24	Do the training contents and syllabus comply with the requirements of		OR.D.017(a);(b)(f)

No	Question	Y/N	State where this is documented (Detailed location reference required or evidence attached to the form). Other comments
	ADR.OPS as appropriate to the individual's designated task and role?		OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b) (g) and AMC1 ADR.OPS.B.010(b);(c)			
25	Is there a training file for each employee, including Management that tracks training requirements and verifies completion?		OR.D.017(a);(b)(g)
			OPS.B.010(b);(c)
AMC1 ADR.OR.D.017(a);(b);(h) and AMC1 ADR.OPS.B.010(b);(c) [*If not in ADR Manual, reference where held*]			
26	Is the training programme, including responsibilities, procedures, identified training standards, syllabi, and training frequencies, included in the aerodrome manual?		OR.D.017(a);(b)(h)
			OPS.B.010(b);(c)
AMC1 ADR.OPS.B.010(b);(c);(a)			
27	RFFS Personnel only: Do RFFS personnel actively participate in live fire drills, including pressure fed fuel fire drills?		

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AMC1 ADR.OPS.B.010(b);(c) (a)			
28	RFFS Personnel only: Are the live fire drills commensurate with the type of aircraft operating at the aerodrome?		
AMC1 ADR.OPS.B.010(b);(c) (a)			
29	RFFS Personnel only: Do the live fire drills involve the use RFFS equipment in use at the aerodrome?		
AMC1 ADR.OPS.B.010(b);(c) (b)			
30	RFFS Personnel only: Does the RFFS training programme include training in human performance?		
AMC1 ADR.OPS.B.010(b);(c) (b)			
31	RFFS Personnel only: Does the RFFS training programme include training in team coordination?		
TRAINING PROGRAMME – CHECKING OF TRAINEES			
AMC2 ADR.OR.D.017(a);(b);(a) and AMC2 ADR.OPS.B.010(b);(c)			
32	Does the training programme include a suitable method of checking (assessing) personnel?		OR.D.017(a);(b)(a)) OPS.B.010(b);(c)

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AMC2 ADR.OR.D.017(a);(b);(b) and AMC2 ADR.OPS.B.010(b);(c)			
33	Does the checking process make allowance for checks to be carried out during practical training elements?		OR.D.017(a);(b)(a) OPS.B.010(b);(c)
RULES AND PROCEDURES			
AMC3 ADR.OR.D.017(a);(b);(a) and AMC3 ADR.OPS.B.010(b);(c) (a)			
34	Does the training programme provide personnel with an awareness of the rules and procedures relevant to the operation of the aerodrome and the relationship of their duties and responsibilities to the aerodrome operation as a whole?		OR.D.017(a);(b;)(a) OPS.B.010(b);(c) (a)
AMC3 ADR.OR.017(a);(b); (b) and AMC3 ADR.OPS.B.010(b);(c) (b)			
35	Do proficiency checks verify that personnel are aware of the rules and procedures that are relevant to their duties and responsibilities?		OR.D.017(a);(b)(b) OPS.B.010(b);(c) (b)
INSTRUCTORS/ASSESSORS			
AMC1 ADR.OR.D.017(d)(a) and AMC1 ADR.OPS.B.010(d)			
36	Has the aerodrome operator nominated instructors and assessors		OR.D.017(d)(a)

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	to implement the training and proficiency check programme?		OPS.B.010(d)
AMC1 ADR.OR.D.017(d)(a) and AMC1 ADR.OPS.B.010(d)			
37	Where third party instructors and/or assessors are used, does the aerodrome operator have a process to ensure the proper implementation of the training programme?		OR.D.017(d)(a)
			OPS.B.010(b);(d)
AMC1 ADR.OR.D.017(d); (b) and AMC1 ADR.OPS.B.010(d)			
38	Where individuals are qualified as both instructor and assessor, is there a process to ensure these individuals do not provide assessment of their own instruction, courses, or material?		OR.D.017(d);(b))
			OPS.B.010(d)
AMC1 ADR.OR.D.017(d) (c)(1) and AMC1 ADR.OPS.B.010(d)			
39	Is theoretical instruction given by appropriately qualified and competent instructors?		OR.D.017(d) (c) (1)
			OPS.B.010 (d)
AMC1 ADR.OR.017(d) (c)(2) and AMC1 ADR.OPS.B.010(d)			
40	Is instruction on practical skills given by appropriately qualified instructors?		OR.D.017(d) (c) (2)

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			OPS.B.010(d)
AMC1 ADR.OR.D.017(d) (d)(1) and AMC1 ADR.OPS.B.010(d)			
41	Have assessors demonstrated the ability to assess performance in the areas covered by the training?		OR.D.017(d) (d) (1)
			OPS.B.010(d)
AMC1 ADR.OR.D.017(d) (d)(2) and AMC1 ADR.OPS.B.010(d)			
42	Have instructors and assessors received regular refresher training to ensure assessment standards are maintained and up to date?		OR.D.017(d) (d) (2)
			OPS.B.010(d)
AMC1 ADR.OR.D.017(d) (d)(3) and AMC1 ADR.OPS.B.010(d)			
43	Do instructors and assessors meet the theoretical knowledge requirements for the area of instruction?		OR.D.017(d) (d) (3)
			OPS.B.010(d)

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	TRAINING PROGRAMME – PERSONNEL RECORDS		
	AMC1 ADR.OR.D.017(e) (a)(1-6) and AMC1 ADR.OPS.B.010(e)		
44	Are records kept for each person (see also AMC1 ADR.OR.D.035) including: • Start date/End Date (if applicable) of employment? • Area of activity? • Previous working experience? • Qualifications? • Training (before entry and subsequent)? • Proficiency checks (including language proficiency as appropriate)?		OR.D.017(e) (a) (1-6) OPS.B.010(e)
	AMC1 ADR.OR.D.017(e) (b) and AMC1 ADR.OPS.B.010(e)		
45	Are the latest changes reflected into personnel records?		OR.D.017(e) (b) OPS.B.010(e)