

## 142 Training Center Inspection Checklist

# TRAINING CENTER INSPECTION CHECKLIST

### Inspection Areas:

- Area 1 Management and Administration
- Area 2 Training Specifications
- Area 3 Courses Equipment
- Area 4 Aviation Health Training Programs
- Area 5 Instructor and Evaluator Training and Qualification
- Area 6 Facilities
- Area 7 Records
- Area 8 Training Operations
- Area 9 Quality Control Measures

### Revision Summary:

Any revisions, alterations and amendments should be authorized by the AHPCZ. A review of the inspection checklist will be carried out once every two years to align it with current training trends. The inspection tool shall be used together with the training regulations and the ACT.

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 1</b> <b>Management and Administration</b>  This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the Inspection.	Requires Action		COMMENT/ FINDING
		Yes	No	
1-01	Does the training center have a sufficient number of instructors for each curriculum?			
1-02	Does the training center have a sufficient number of approved evaluators (examiners) to accomplish required checks and tests within 7 calendar days of training completion?			
1-03	Are the instructors and evaluators at each satellite training center under the direct supervision of management personnel of the principal training center?			
1-04	Does each management representative, and all personnel who conduct direct student training, understand, read, write, and fluently speak English?			
1-05	Has the training center certificate been properly issued and does it contain all business names under which the certificate holder may conduct operations and the address of each business office used?			
1-06	Is the training center certificate prominently displayed in a place accessible to the public in the principal business office?			
1-07	Has the training center been properly issued training regulations by AHPCZ			
1-08	Are all exemptions, deviations or waivers properly approved and contained in the center's training records?			
1-10	Does the training center comply with all conditions and provisions of any exemptions, deviations, or waivers?			
1-11	Does the training center conduct adhere to all training regulations?			
1-12	Does the training center have written procedures to ensure management control of its personnel at satellite centers and/or remote sites?			

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 2</b> <b>Training Specifications</b> This inspection area encompasses a review of the content of the training specifications (Regulations and Syllabi) issued to the training center. The following checklist items are provided for guidance and should be used during the Inspection.	Requires Action		COMMENT/ FINDING
		Yes	No	
2-01	Has the training center been properly issued training specifications including courses to be trained			
2-03	Does the training program clearly identify with each approved training curriculum and the testing and authorization for each training course?			
2-03-1	Does the training center have an approved curriculum that corresponds to each entry in training specification by AHPCZ			
2-04	Is the personnel and staff information of training specifications current, including that of management and supervisory personnel, evaluators, and instructors?			
2-05	Is the information regarding the maintenance of approved ALS training equipment, (Patient simulators, training devices, and/or vehicles) functional?			
2-06	Is the information regarding record keeping of the training current and accurately identify the specific records and system used by the Training Center to document students, instructors, and evaluators?			
2-07	Is the information regarding the training instruments and equipment and approved procedures of training available?			
2-08	Is the information entered into the training procedure manual concerning satellite centers complete and does it clearly specify the training/testing/checking authorized at each satellite?			

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 3</b> <b>Training Equipment</b> This inspection area encompasses a review of the course equipment used by the Training Center in conducting its approved curriculums/courses. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
3-01	Is the training center's course equipment adequate to support the curriculum goals and has it been approved by the AHPCZ?				
3-02	Do lesson plans adequately describe lesson objectives, training elements, schedule, equipment, student and instructor action, and completion standards?				
3-03	Does the course equipment include Standard Operating Procedures (SOP) appropriate to the curriculum?				
3-04	Do audiovisual training aids contain correct information and conform to lesson objectives?				
3-05	Do training equipment operating manuals conform to manufacturer procedures and data?				
3-06	Have the algorithms, Checklists or Quick Reference Handbooks used during training, testing and checking been approved and do they conform to the level of training being undertaken?				
3-07	Does the training center use audio, visual and practical methods to accomplish the instructional teaching and does it represent the objectives of the course?				
3-08	Do mock responding scenarios and ambulance driving procedures conform to the curriculum and course requirements?				
3-09	Do workbooks and student handouts and other training materials conform to other course materials and syllabus?				

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 4</b> <b>Aviation Health Training Programs</b> This inspection area encompasses brief description of the training programs and individual approved curricular used for Aviation health care providers. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
4-01	Has the curriculum been approved by the AHPCZ for the specific training of health care providers who will work as flight doctors, flight medics or flight nurses				
4-02	Have all curriculum been reviewed to determine if the content meets the minimum requirements for CAAZ certificate rating or training requirement in accordance with the CAAZ?				
4-03	Does each curriculum contain a syllabus and course equipment listing, and has that syllabus and course equipment been approved CAAZ?				
4-04	Does each the curriculum contain the minimum requirements for flight training equipment used?				
4-05	Does each curriculum contain the minimum qualifications for each instructor and evaluator designated to instruct/evaluate in the curriculum?				
4-06	Does the curriculum identify a practical component to the course and the equipment including the aircraft to be used for training				

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 5</b> <b>Instructor and Evaluator Training and Qualification</b> This inspection area encompasses a brief description of the instructor and evaluator qualifications and training requirements at the training center. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
5-01	Does each evaluator meet all the qualification requirements of an instructor in each curriculum in which evaluations will be given? Do all instructors meet qualification and training requirements recommended for an instructor by AHPCZ?				
5-02	Has the training center designated in writing each instructor's authority to instruct in an approved course, prior to him or her instructing in that course?				
5-03	Prior to initial designation, did each instructor receive at least 8 hours of training in the subjects he/she will be instructor for?				
5-04	Prior to initial designation, did each instructor satisfactorily complete a written examination on the required subjects?				
5-05	Prior to initial designation and within each 12 calendar months thereafter, has each instructor satisfactorily demonstrated to an authorized AHPCZ evaluator, instructional knowledge and proficiency in representative segments of <b>each</b> curriculum for which that instructor is designated to instruct?				
5-06	Prior to designation and within each 12 calendar months thereafter, has each instructor satisfactorily completed an approved course of updating current skills in representative segments of <b>each</b> curriculum for which that instructor is designated to instruct?				
5-07	Prior to designation, has each instructor who instructs in qualified and approved AHPCZ courses satisfactorily completed an approved course of health care provider instructor?				
5-08	Does the center hold deviation authority from the requirements of AHPCZ?				
5-09	If any instructor was certified as EMS trainer based upon completion of an instructor course 5, was the granting of certificate approved by the AHPCZ?				
5-10	Has each instructor provided instruction or testing/checking in only those curriculum for which qualified?				
5-11	Has any instructor conducted more than 8 hours of instruction in any 24 consecutive hour period?				
5-12	Does each instructor who instructs in an AHPCZ course hold at least a valid practicing certificate recognized by a health professions regulating authority in Zimbabwe?				
5-13	Does the Training Center have defined procedures to ensure management control of its instructors and evaluators through written procedures?				
5-14	Has each evaluator been approved and designated by the AHPCZ?				

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 6</b> <b>Facilities</b> This inspection area encompasses a review of the facilities utilized by the training center. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
6-01	Is each room, training area, or other space used for instruction heated (air conditioned), lighted, and ventilated so as to conform to local requirements?				
6-02	Are facilities used for instruction free from significant distractions?				
6-03	Is the training center's principal business office physically located at the address shown on its certificate?				
6-04	Do the facilities at all satellite and/or remote training sites meet the requirements of 6-01 and 6-02 above?				
6-05	Do the facilities, equipment, personnel, and course content of the satellite training center(s) meet the applicable requirements of the AHPCZ?				
6-06	Was the AHPCZ notified at least 60 days prior to commencement of operations at any satellite training center(s)?				
6-07	Is the accommodation at the training center and site adequate for practical sessions				
6-08	Does the training center and sites have library facilities for instructors and students				
6-09	Does the training center have adequate furniture for students and for instructors				
6-10	Does the facility have safety devices and equipment such as smoke detects, fire extinguishers etc.				
6-11	Does the center provide written instructions to their staff on what to do in the event a required training or safety device is malfunctioning				
6-12	Does the center have a policy for managing missing, malfunctioning, or inoperative training equipment?				

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 7</b> <b>Records</b> This inspection area encompasses a brief description of the record keeping system of the Training Center. The following checklist items are provided for guidance and should be used during the Inspection.	Requires Action Yes	COMMENT / FINDING		
			No	Yes	
7-01	Are all records maintained in adequate facilities, as described or referenced in the training specifications?				
7-02	Does the Training Center have approval for an electronic recordkeeping system?				
7-03	Are all records for trainees maintained at the training center or satellite center, where the training, testing, or checking occurred (or in another location in accordance with a properly issued deviation)?				
7-04	Are all records for instructors and evaluators maintained at the training center or satellite center, where the instructor or evaluator is primarily employed (or in another location in accordance with a properly issued deviation)?				
7-05	Does the training center maintain a record for each trainee that includes all of the following items:				
7-05-1	The date and result of each end-of-course practical test and the name of the evaluator conducting the test.				
7-05-2	The number of hours of additional training that was accomplished after any unsatisfactory practical test.				
7-06	Are the trainee records maintained for at least one year following the completion of training, testing, or evaluation?				
7-07	Does the training center provide the trainee with a copy of his/her training records when requested?				
7-08	Does the training center continuously maintain initial training and recurrent qualification records for all instructors and evaluators currently employed?				
7-09	Does the training center maintain initial training and qualification records for all instructors and evaluators for 1 year after termination of employment?				
7-10	Does the training center maintain records for at least one year that document the results of the instructor's recurrent observations and proficiency check?				



## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 8</b> <b>Training Operations</b> This inspection area encompasses a review of the student training testing and evaluation activities conducted by the training center. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
8-01	Is the training center conducting any training and testing with patient simulation training devices in sync with their training specifications?				
8-02	Is all training, testing, and checking being provided under agreement with the AHPCZ training regulations?				
8-03	During observation of training or testing, were all of the simulating training components operational?				
8-04	Was any trainee recommended for a certificate or rating without having satisfactorily completed the approved course?				
8-05	During observation of testing or examination of students, was each station occupied by either: --An examiner qualified in the course category, who was giving in-charge or --An instructor in the same specific course				
8-06	Was any student graduated from a course without satisfactorily completing the curriculum requirements of that course?				
8-07	Does the training center ensure only approved checklists are used during training, testing, and checking?				

## **142 Training Center Inspection Checklist**

## 142 Training Center Inspection Checklist

Item #	<b>INSPECTION AREA 9</b> <b>Quality Control Measures</b> This inspection area encompasses a review of the training center's quality control measures. The following checklist items are provided for guidance and should be used during the Inspection.	References	Requires Action		COMMENT/ FINDING
			Yes	No	
9-1	Does the center have an approved Quality Control Program?				
9-2	Does the Quality Program comply with the guidelines specified in Order 8900.1?				
9-3	Do all instructors have current CPD points in the relevant areas of instruction				
9-3	Does the center have current evidence of instructor skills audit				