

State of Kuwait



دولة الكويت



Induction Training: DGCA Inspectorate Staff Checklist (Phase 1)

Traine	e Name:		Domain:					
No.		Name of the course		Yes	No	N/A		
		Modules	1					
	Overview of Kuwait DGCA							
1	a. Vision							
	b. Functions	b. Functions						
	c. History	c. History						
	d. Organization	d. Organization structure						
	e. Roles	e. Roles						
	f. Directorates ,	f. Directorates /Departments /Divisions						
	Overview of International Civil Aviation Organisation							
2	a. Chicago Conv	ention						
	b. ICAO	b. ICAO						
	c. Contracting S	c. Contracting States						
	d. ICAO SARPS &	Annex management						
3	General Information on Legislations & Regulations							
	a. Primary legisi regulations)	ation (Hierarchy of						
	b. Delegation of	b. Delegation of powers						
	c. Advisory circu	c. Advisory circulars						
	 d. Introduction to Kuwait Civil Aviation Safety Regulations (KCASRs) 		ions					
	Overview of DGCA/ASD divisions							
	a. Functions & D	a. Functions & Duties						
4	b. Interaction w	b. Interaction with other Departments						
	c. Procedures, P	c. Procedures, Policies and documintation						
	d. Certificates /	Approvals granted by each Division						
5	State Safety Oversigh	t system						



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6	State Safety Programme and National Aviation	Safety Plan				
7	Oversight Investigation					
8	Auditing Techniques & Procedures					
	Enforcement					
9	a. Types					
	b. Enforcement policy & Procedure					
10	Personnel ethics, Inspector ethics, conduct and credentials					
11	Basic IT Module					
	a. Working with internet and Cyber Securit					
12	General Administration					
	a. General government rules					
	b. Conduct & Office procedures					
I Here by Confirm that the Training Conducted Complies with the Safety Training Policy.						
I Here	by Confirm that the Training Conducted Con	nplies with the Safety	Training Police	cy.		
	by Confirm that the Training Conducted Contor Name:	nplies with the Safety Signature:	Training Polic	Date:		
			Training Polic			
	tor Name:		Training Polic			
Inspec	tor Name:	Signature:		Date:		
Inspec	tor Name:		Training Police	Date:		
Head o	tor Name:	Signature:		Date:		
Head o	tor Name:	Signature:		Date:		
Head o	tor Name:	Signature:		Date:		
Head o	of arks if any:	Signature: Approved		Date:		
Head o	of arks if any:	Signature:		Date:		