Induction Training: DGCA Inspectorate Staff Checklist (Phase 1)

Trainee Name:		Domain:		

No.	Name of the course	Yes	No	N/A
	Modules			
1	**Overview of Kuwait DGCA**			
	a. Vision			
	b. Functions			
	c. History			
	d. Organization structure			
	e. Roles			
	f. Directorates /Departments /Divisions			
2	**Overview of International Civil Aviation Organisation**			
	a. Chicago Convention			
	b. ICAO			
	c. Contracting States			
	d. ICAO SARPS & Annex management			
3	**General Information on Legislations & Regulations**			
	a. Primary legislation (Hierarchy of regulations)			
	b. Delegation of powers			
	c. Advisory circulars			
	d. Introduction to Kuwait Civil Aviation Safety Regulations (KCASRs)			
4	**Overview of DGCA/ASD divisions**			
	a. Functions & Duties			
	b. Interaction with other Departments			
	c. Procedures, Policies and documimtation			
	d. Certificates / Approvals granted by each Division			
5	**State Surveillance Policy**			

6	State Safety Programme and National Aviation Safety Plan familiarization			
7	ASD investigations Overview			
8	Auditing Techniques & Procedures			
9	**Enforcement**			
	a. *Types*			
	b. *Enforcement policy & Procedure*			
10	Personnel ethics, Inspector ethics, conduct and credentials			
11	**Basic IT Module**			
	a. *Working with internet and Cyber Security*			
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.

Inspector Name:	Signature:	Date:

Head of

☐ Approved   ☐ Rejected

Remarks if any:

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Signature: **Date:**

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