



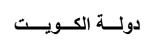
Induction Training: DGCA Inspectorate Staff Checklist (Phase 1)

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



State of Kuwait







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			
	General Administration			
12	a. General government rules			
	b. Conduct & Office procedures			

Inspector Name:	Signature:	Date:
Head of		
	Approved	Rejected
Remarks if any:		
Signature:	Date:	