


Appendix 3 OJT Evaluation Check list (Personnel Licensing)

	Company Name ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/PEL/OF/045				
Document Title: PERSONNEL INSPECTOR OJT PROGRESS CHART		Issue No. 1	Page No. Page 1 of 1			
Name of Inspector:		OJT Instructor Name:				
Position Description:		Position Description:				
OJT Job Task Description	Level 1 Discuss	Level 2 Observe/Assist		Level 3 Perform		
	Date	Initial	Date	Initials	Date	Initials
1	Processing Medical certificate					
2	Process SPL License					
3	Process PPL License					
4	Process CPL License					
5	Process ATPL License					
6	Process instructor rating					
7	Process Instrument Rating					
8	Process MPL License					
9	Process Pilot Endorsement					
10	Process AMT License					
11	Process AMT rating endorsement					
12	Ramp Inspection					
13	SAFA inspection					
14	Inspect Pilot Proficiency Check					
15	ATO approval process					
16	Inspect Facilities and Equipment of ATO					
17	Inspect ATO documents (Training and Procedure manual, quality manual etc)					
18	Inspect Personnel Records					
19	Inspect Training in-progress (continuing surveillance Training)					

A. His/her Performance indicates he/she is approximately 25 % good (L₁ / L₂ /L₃)

B. His/her Performance indicates he/she is approximately 50% good (L₁ / L₂ /L₃)

C. His/her Performance indicates he/she is approximately 75% good (L₁ / L₂ /L₃)

D. His/her Performance indicates he/she can perform the work and no additional training is required. (L₁ / L₂ /L₃)

L₁ = Level I is basic background and knowledge of a task.

L₂ = Level II is a further understanding of the function and conduct of the task, including Observation or assistance of the task being performed.

L₃ = Level III is where the trainees actually perform the task themselves.

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