National Air Traffic Controllers Association
AFL-CIO

Training Review Checklist

- ❑ Was the training consistent? (i.e. instructors, sectors etc.)

- ❑ Were there gaps in training time?

- ❑ How many hours per session?

- ❑ How many hours per month?

- ❑ What was the training complexity?

- ❑ Was there any kind of technological/procedural change?

- ❑ Were the training forms completed?

- ❑ Were deficiencies noted?

- ❑ Were the times accurate?

- ❑ Were the skills checks done correctly and on time?

- ❑ Were the monthly training meetings completed on time?

- ❑ Were they documented and was there back and forth dialogue?

- ❑ Was skill enhancement assigned, documented, completed and did it identify and address the deficiencies?

- ❑ Were the OJTIs certified?

- ❑ Were training plans comprehensive, signed and were they completed?

- ❑ Were the National and Local Orders followed?

- ❑ Did anyone else (OJTI, FLM, management, developmental/CPC-in-training) express concerns over the training?

- ❑ Where there any holes in phase, simulation, or any other stage of training?