

## ARTSA Members Self-Assessment form for Aviation Regulatory Classroom Training Checklist

Please return this form to [office@artsa.aero](mailto:office@artsa.aero) within 14 days from receiving

### Space and Seating:

	YES	NO	N/A
Ensure the classroom accommodates up to 12 persons comfortably			
Check if chairs and tables are ergonomically designed			
Evaluate flexibility in seating configuration (U-shape, circle, traditional rows)			

### Technology & Equipment:

	YES	NO	N/A
Verify availability of a projector or screen			
Ensure a whiteboard or flip chart is present			
Evaluate flexibility in seating configuration (U-shape, circle, traditional rows)			
Confirm presence of adequate speakers			
Check for a high-speed internet connection			
Ensure instructor has a computer/laptop with updated software			

### Lighting:

	YES	NO	N/A
Ensure proper lighting; aim for natural light or well-lit overhead lights			
Evaluate availability of dimmable lights for projector/screen adjustments			

### Acoustics:

	YES	NO	N/A
Check for external noise disturbances			
Consider soundproofing if needed			

**Temperature Control:**

	YES	NO	N/A
Ensure HVAC systems or fans are available			
Confirm a comfortable room temperature setting			

**Learning Materials:**

	YES	NO	N/A
Ensure easy access to textbooks, handouts, and reading materials			
Check availability of training modules, case studies, or simulators			

**Safety:**

	YES	NO	N/A
Identify first aid kit location			
Confirm emergency exit routes are clear and accessible			

**Interactive Tools:**

	YES	NO	N/A
Evaluate availability of models or simulators			
Confirm presence of group activity tools like cards or markers			

**Accessibility:**

	YES	NO	N/A
Ensure facilities are accessible for people with disabilities			
Check for clear signage directing to the location			

**Storage and Workspaces:**

	YES	NO	N/A
Evaluate storage areas for personal belongings			
Check availability of workspaces for group or individual work			

**Refreshments:**

	YES	NO	N/A
Ensure access to water, coffee, or tea			
Consider availability of snacks or a designated lunch area			

**Feedback Mechanism:**

**YES NO N/A**

Implement a procedure for participants to provide training feedback			
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<b>Completed by:</b>			
<b>Title:</b>		<b>Date:</b>	
<b>Signature:</b>			

For ARTSA use only				
<b>Remarks</b>				
<b>Reviewed by</b>				
<b>Title</b>		<b>Date</b>		<b>Signature</b>