

AVSOG Aviation Safety Oversight Group

CASORT Training Overview

CASORT was designed to be incorporated in to the CAA technical processes from its origination. Because it has been internally designed to be both **regulations and technical guidance neutral**, a CAA can transition to the use of CASORT without requiring any changes to their practices other than the requirement to enter the data properly.

We provide a detailed digital CASORT user manual outlining the background, original entry and editing of the different records in the software.

CASORT Specific Training

We also provide CASORT user training courses, with formal instructor guides, lesson presentations, practical exercises and knowledge examinations which can be used remotely by a computer literate instructor. Example lessons from these training courses may be downloaded from the following links:

- [Course 1002-CAA](#): CASORT Database Instructions
- [Course 5001-CAA](#): CASORT Data Quality Coordinator Training
- [Course 5003-CAA](#): Managing CASORT Effectively

CASORT Training Portal

We host a CASORT Training web portal that is accessible on a 24-hour basis from our AVSOG web page for authorized users of CAA with CASORT licenses. The software at the Training portal contains the necessary tables of operators, locations and aircraft to support the training lessons provided by us. This Training site is continuously updated as new features are added and can also be used by designated Data Quality Coordinators to conduct recurrent or new feature training.

New CASORT Features Briefings

As an extension of Course 1002-CAA, we have begun the practice of issuing briefing presentations for implementation of new features. Generally, we forward these briefings to the CASORT license holders prior to upgrade of their database. This gives the Data Quality Coordinators an opportunity to study and prepare the CAA workforce for the new changes before their CASORT software is upgraded. Examples of these new feature briefings may be downloaded from the following links:

- [NF 1002-49](#): Inspection Job Aids
- [NF-1002-50](#): MRAI Reminder
- [NF-1002-51](#): Evaluation Job Aids

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Tailored Technical Training infused with CASORT Exercises

We currently offer 15 detailed technical training courses that are infused with the use of CASORT. These courses are essentially generic to CAA safety oversight practices, but were developed to support the extensive documentation that we provide for our safety oversight projects. *We can also provide these courses tailored to a State's aviation regulations and technical practices.*

We use the generic structure of our training documentation to interface it with your legislation, regulations, inspector guidance and advisory circulars. Then we conduct the courses on a train-the-trainer basis. This will ensure that your instructor personnel are able to implement these CAA-specific baseline safety oversight courses in the future, using the formal instructor guides, presentations, exercises and exams provided. [Contact us](#) for a list of the baseline courses that we currently have available. The following are examples from those courses:

- [Course 1004-CAA](#): Administrative Resolution of Safety Concerns
- [Course 3008-CAA](#): Airworthiness PEL Skill Testing

CASORT CAA Employee Qualification

The CASORT CAA Action and CAA Employee Qualification databases work together to ensure that an employee's baseline and specialization formal and OJT training are planned and implemented to ensure proper qualification. The minimum baseline and specialization events are planned and uploaded to the Action database using training planning templates. As the employee records their daily actions involving the training, these are coalesced and moved from a plan report to a completed report, then the completed records are inserted into the Employee Qualification database.