

ANNUAL INSPECTION REPORT – CENTRAL & EAST

Those sections indicated by an asterisk (*) should be completed prior to the inspection

	Sqn*
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	Wing*
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Inspecting officer(s)	

Inspection Report for the period covering*

Inspection Date:	
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Unit Classification	
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Adult Staff				
	Offrs	AWO	ASNCO	CI
Establishment				
Strength				

Squadron Parades On*					
Day	Time	Day	Time	Day	Time

Personnel

1. Cadets Strength at 31 Dec (as per the year end Six Monthly Statistics Report)

Enrolled*		Probationers*		Total*	
M	F	M	F	M	F

Sqn Cdr/Inspecting Officer's Comments Including special reasons for high/low cadet numbers

Number on Parade (Inspection Date) Total M + F	
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Age Grouping of Cadets as at 31 Dec*													
13 & Over		14 & Over		15 & Over		16 & Over		17 & Over		18 & Over (see below)		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

Details of Instructor Cadets *							
Rank	Surname	Init	Rank	Role on Squadron	DOB	Date completed BASIC	Comments Indicate potential ATC adult staff

2. **Staff**

Uniformed Staff Details*									
Rank	Surname	Init	Post/OC Date in post	Age	Engagement Ends	Attendance Record	Range Qualified?		
							.22	L81	L98
Flt Lt			Officer Commanding Date in Post=						
			Adjutant						
			Training Officer						
			Supply Officer						

Non-Uniformed Staff/Service Helper Details*										
Rank	Surname	Init	Post	Age	Engagement Ends	Date of BASIC Trg	Attendance Record	Range Qualified?		
								.22	L81	L98

4. **Civilian Committee**

		Date in Post
Chairman*		
Secretary*		
Treasurer*		
No of Members*		

Extent of Civilian Committee Support* Full/Partial/Nil	
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Sqn Cdr's/Inspecting Officer's Comments

5. **Honorary Chaplain**

Title/Name*	
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Extent of Support* Excel/Good/Adequate/Inadequate	
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Sqn Cdr's/Inspecting Officer's Comments

Administration

6. **Accommodation**

Building type*	

Parenting RFCA*

Standard of Internal Maintenance Good/Acceptable/Poor	
Standard of External Maintenance Good/Acceptable/Poor	
Standard of Furnishing Good/Acceptable/Poor	
Heating Type*	
Heating Good/Acceptable/Poor	

Sqn Cdr's/Inspecting Officer's/Wg AdO's Comments

7. **Fire Prevention**

Orders displayed? Yes/No	
Orders up to date? Yes/No	
Fire Extinguishers Serviceable? Date of Last Inspection	
Panic bar to fire door? Yes/No	
Annual Fire report submitted? Yes/No	
Audible alarm fitted and working? Yes/No	
Frequency of Fire drill practices carried out? Quarterly/Never	

Sqn Cdr's/Inspecting Officers Comments

8. **Ammunition/Weapon Storage**

BAC/TAC sited/equipped as per ACP 26* Yes/No	
Ammunition box installed as per ACP 26* (Only applicable if no BAC) Yes/No	

Store Room*	
Door metal faced with bolts secured Yes/No	
Five Lever locks Yes/No	
Door post strengthened Yes/No	
Date of last Parent Unit CI Inspection	

Sqn Cdr's/Inspecting Officer's Comments

11. **Publications**

Which is the latest amendment list incorporated for the following			
ACP 5		ACP 26	
ACP 16		ACP 50	
ACP 17		ACP 300	
ACP 20A		ACP 1896	
ACP 20B		AP 1919	
ACP 23		PAM 21	
Does the Sqn have adequate access/supply of Cadet Training Manuals?*			Yes/No

Sqn Cdr's/Inspecting Officer's Comments

12. **Cadet Welfare/Core Value Orders**

Have all uniformed staff signed Core Value Orders in the last 12 months?	
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Sqn Cdr's/Inspecting Officer's Comments

Training

13. **Training Records (ACTI No 4) (Inspecting Officer to carry out random checks, particularly on 3822s)**

Indicate in appropriate square whether records are being correctly maintained	
RAF Form 4258 – Attendance Register Yes/No	
RAF Form 3822 – Record of Service Book (Random check required) Yes/No	
RAF Form 3822a – ATC Consent Forms Yes/No	
RAF Form 3521a – Examination Progress Yes/No	
Are ACP 12, 13 and 14 (Progress Charts) or alternatives used and displayed Yes/No	

Sqn Cdr's/Inspecting Officer's Comments

14. **Training Programme**

Is there a training programme? Yes/No	
How far ahead does the programme forecast?	
Is it available for cadets and staff to see? Yes/No	
Is it a balanced programme? Yes/No	

Sqn Cdr's/Inspecting Officer's Comments

15. **Health and Safety**

Who is the Sqn's H&S Officer?	
Has the incumbent attended H&S cascade training	
Does RFCA carry out inspections of publicly owned electrical equipment? Date of last check	
Comment on overall standard of Hygiene	
Monthly H&S and RA carried out?	

Sqn Cdr's/Inspecting Officer's Comments

16. **First Aid**

Who is the Sqn's Adult Lifesaver + (A/LS +)?	
Does the Sqn have a fully stocked first aid kit?	
Does the Sqn maintain a record of First Aid Training?	
How many cadets hold SJA Young Lifesaver + (YLS +) Award?	

Sqn Cdr's/Inspecting Officer's Comments

17. **Training Aids**

What training aids and methods are used?*	
Lectures from staff and/or staff cadets Yes/No	

List staff cadets and subjects specialised*			
Rank	Surname	Subject 1	Subject 2

18. **Examination Results**

Give details of examination results during the reporting period				
Classification	No of Cadets taken exam	Nos of Partial Passes	Nos of Full Passes	Nos Full Passes (including Second Attempt)
1 st Class				
Leading				
Senior				
Staff Pt 1				
Staff Pt 2				

Sqn Cdr's/Inspecting Officer's Comments

19. **Instruction**

What measures are being taken to improve the quality of the instructors?

What steps are being taken to provide for probationers?

Are staff cadets used effectively Yes/No	
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Inspecting Officer to comment

20. **Flying**

Parent AEF		
During the reporting period	Allocated	Achieved
Nos cadets flown at AEF unit*		
Nos cadets flown on camps*		
Nos cadets gaining Air Cadet Pilot Scheme Places*		

Sqn Cdr's/Inspecting Officer's Comments

21. **Gliding**

Parent Gliding School		
During the reporting period	Allocated	Achieved
Nos cadets flown GIC*		
Nos cadets gaining GS*		
Nos cadets Medically Approved, awaiting GS*		

Sqn Cdr's/Inspecting Officer's Comments

22. **Shooting**

What ranges are used for .22 and L98 shooting)*			
Are there any difficulties associated with these?*			
How frequently are they used?*			

Number of currently qualified Corp marksmen*	
Number of currently qualified Regional marksmen*	
Number of currently qualified Wing marksmen*	
Number of currently qualified Sqn marksmen*	
Number of Bisley 100*	
Number of .22 range competency certificates*	
Number of L98 range competency certificates*	

Inspecting Officer to comment

23. **Duke of Edinburgh Award Scheme**

Number of Cadets currently participating in the scheme at all levels*	
Number of Staff currently participating in the scheme at all levels*	

Number of awards gained during the reporting period*	
Bronze	
Silver	
Gold	

Inspecting Officer to comment

24. **Adventure Training**

Details of ALL Squadron Adventure Training exercises/expeditions during the reporting period including DOE*							
	Location	Duration	Nos of Cadets		Location	Duration	Nos of Cadets
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			

25. **Projects**

Summarise ongoing and new project work during the reporting period*	

26. **Annual Camp**

Location	RAF Station	Cadet Places Allocated	Cadet Places Filled	Comment
Easter*				
Summer*				
Autumn*				
Overseas*				

27. **Radio**

Does the Unit take part regularly in the networks for*				
VHF (Yes/No)		HF (Yes/No)		Other (Specify)

Number of Air Cadet Radio Certificates gained during the reporting period*				
Full Radio Certificates		Provisional Radio Certificates		Radio Society of GB Certificates

28. **Swimming**

Number of Swimming Certificates gained during the reporting period*				
Basic Swimming Certificate		Intermediate Swimming Certificate		Advanced Swimming Certificate

29. **Aircraft Recognition**

Does the Unit take part in competitions at*				
Unit Level		Wing Level		Other (Specify)

30. **Citizenship Training**

Describe briefly any projects, visits or involvement in the community undertaken during the reporting period*	

31. **Achievements**

List Squadron Achievements (including Blues awards) achieved during the reporting period*	
Squadron Achievement	Cadet and individual achievement

32. **Cadet Training Courses**

Details of any attendance at cadet training course during the reporting period*	

33. **Other Activities**

BTEC , MV Awards and other activities outside the syllabus training which are noteworthy (Give brief details)	
No of BTEC (Aviation Study) Awards	
No of BTEC (First Diploma in Public Services) Awards	
No of Millennium Volunteer Awards	

34. **Awards**

List of any Wing/Regional/National Awards and Trophies awarded during the reporting period*	

35. **Parent Unit**

Parent Station*	
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What degree of support/liaison is received* Excel/Good/Fair/Pool	
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Sqn Cdr's/Inspecting Officer's/
Wg AdO Comments

Assistance to the Squadron from outside organisations

36. **RAFA**

Local Branch*	
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Is the Squadron Adopted by the RAFA Branch* Yes/No	
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What degree of support/liaison is received* Excel/Good/Fair/Pool	
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Sqn Cdr's/Inspecting Officer's Comments

37. **Recruitment into HM Forces**

Date of last CIO Visit	
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Names of Cadets who have joined the Armed Forces during the reporting period*				
Royal Air Force	Royal Navy	Royal Marines	Army	Territorials/Reserves

38. **Insurance**

Do staff participate in the ATC Insurance Scheme Yes/No	
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Does Squadron have insurance on non-public equipment eg computers	
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Sqn Cdr's/Inspecting Officer's Comments

39. **Public Relations and Corporate Communications**

Name of Sqn CCO*	
Is there an effective PR Programme Yes/No	
Are CCO Returns submitted on a regular basis? Yes/No	

PR/CC Examples during the past 12 months

40. **Squadron Commanders Comments**

Sqn Cdrs rating of overall effectiveness of the Squadron (Circle the appropriate number)	High		Average			Low	
	7	6	5	4	3	2	1

How do you view the past 12 months and how do you see the Squadron developing over the next 12 months

Effectiveness Rating Guide	
Rating should reflect the entries within all aspects of this report	
	#Staff recruitment and development
	#Administration and Supply
	#Training
	#Flying and Gliding
	#Shooting
	#Duke of Edinburgh Awards
	#Adventure Training
	#Projects
	#Radio
	#Sports
	#Citizenship
	#PR
7 = Involved and successful in all aspects of ATC and local community	
6 = Expanding into and successful in all aspects of ATC and local community	
5 = Involved and successful in most aspects of ATC and local community	
4 = Maintaining involvement in most aspects of ATC and local community	
3 = Maintaining involvement in some aspects of ATC and local community	
2 = Struggling to maintain involvement in many ATC activities and local community	
1 = Not involved in many ATC activities and local community	

41. **Inspecting Officers Comments**

Standards of Dress, Drill and Deportment Exceptional/Good/Fair/Barely Satisfactory/Unsatisfactory		
Uniform (No unauthorised deviation)	Drill	Hair Cuts

How do you rate the overall effectiveness of your Squadron (Circle the appropriate number)	High		Average			Low	
	7	6	5	4	3	2	1

	Sqn*		Wing*	Reporting Period*	
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42. **Comments by Wing Staff Officer**

I have discussed the comments I have made with the Sqn Commander. Where my Assessment of the unit's effectiveness differs significantly (+/- 2 pts) from the Sqn Cdr, I have informed him/her of the reasoning behind my assessment

Rank/Name		Signed	
Date			

43. **Comments by the Wing Commanding Officer**

Rank/Name		Signed	
Date			

44. **Comments by Regional Commandant**

Rank/Name		Signed	
Date			