

CHECKLIST FOR ATO ANNUAL INSPECTION

AVIATION TRAINING OPERATIONS AUDIT CHECKLIST (PART 141)

Date of inspection / audit		OPS NUMBER	CAA
Inspector(s) names			
NAME OF ORGANISATION			
Base of operation			
Postal address			
		Postal code	
Telephone number		Fax number	
Cellular phone number		E-mail	
Checklist Attachment	Name of Checklist	√ / X	Comments
Attachments: A	Training Operations Specifications		
B	SACAA Approved Examination Test center		
C	Language Proficiency Test Centre		
D	Ground school evaluation checklist		
E	FTD Validation checklist		
F	FNPT Validation Checklist		
G	Aircraft Technical Evaluation		
H	Airfield Inspection Checklist		

PRE-AUDIT CHECKLIST

A. TRAINING APPROVALS AS PER ATTACHMENT A: TRAINING OPERATIONS SPECIFICATION

Aviation Training Approvals Requested as per Civil Aviation regulations	YES	NO	NOTE NUMBER
1. National Pilot Licence Part 62 (A) (H)			
2. Pilot Licence Part 61 (A) (H)			

Special Approvals

3. Flight Instructors Course (A) (H)			
4. Radio telephony			
5. SACAA Accredited Test Centre			
6. Language Proficiency test Centre			

B. MANAGEMENT RESPONSIBILITY

B. MANAGEMENT RESPONSIBILITY	YES	NO	NOTE NUMBER
1. Has the holder of the Certificate of Approval applied for renewal at least 60 days before the approval expires? (CAR 141.02.7)			
2. Does the organisation have a valid Certificate of Approval with the approved required Training as per the Training Procedures Manual			
3. Does the organisation have an approved, up to date amended Training Procedures Manual			
4. Does the organisation have an approved Training Specification			

C. PRE - PART 141 INSPECTION CHECKLIST (Mark with √ where applicable)

1. Client contacted and arrangements made	
2. Travel arrangements made	
3. File drawn	
4. Finding from previous audits noted and outstanding audit finding	

B. GROUND LECTURERS	Not Applicable	YES	NO	Note number
1. Do the training files of the instructors who are utilised as ground lecturers reflect these functions				
2. Does the organisation have recently revised ground subject Examinations				
3. Are these examinations secure				
4. Is the reference material used for ground lectures adequate				
5. Are all the student records/files and logbooks complete and up to date with regards to:				
• personal particulars				
• licence expiry dates				
• progress test (10 hours)				
• solo consolidation				
• dual prior to each solo flight(3 hours)				
• hour dual for every 5 hours solo				
• authorised for solo in circuit				
• authorised for solo in GF				
• authorised for solo cross country				
• test by different instructor (<10hours)				
6. Do the students pass a technical on the aircraft prior to the first solo?				
7. Is the flight authorisation book/sheet correctly utilised and accurately filled in?				
C. FLIGHT SAFETY	Not applicable	YES	NO	Note number
1. Does the MOP reflect Management's commitment to flight safety				
2. Does the MOP contain a flight safety program				
3. Is there evidence that the organisation is attempting to follow this program				
4. Is there evidence, and does the organisation actively support the concept of flight safety and is this feeling conveyed to the students				
5. Does the organisation have a red tag or similar system to notify airmen of aviation related items which needs be brought to their attention				
6. Is there a flight safety file or collected documentation to verify flight safety activities in the organisation				
D. ACCIDENT AND INCIDENT REPORTING				
1. Does the organisation have a visible accident and incident reporting system				
2. Are there such forms readily visible/available				
3. At a random check, can instructors/ students report an incident/accident				
E. EMERGENCY RESPONSE PLAN				
1. Does the organisation have an emergency response plan				
2. Is this plan visible / readily available				
3. At a random check, can an instructor/ student respond in an emergency				

RECOMMENDATION BY SACAA INSPECTOR(S)			
Certificate of Accreditation and Approval to be	ISSUED		NOT ISSUED
Conditions			
SIGNATURE OF FLIGHT OPERATIONS INSPECTOR: PART 141	NAME IN BLOCK LETTERS	DATE	
SIGNATURE OF AIRWORTHINESS INSPECTOR <i>(if applicable)</i>	NAME IN BLOCK LETTERS	DATE	
I was de-briefed on the inspection and read the comments by the Flight Operations Inspector and/or Airworthiness Inspector			
SIGNATURE OF REPRESENTATIVE OF INSPECTED ORGANISATION	NAME IN BLOCK LETTERS	DATE	

RECOMMENDATION BY MANAGER: PART 141							
The	ISSUE		RENEWAL		of this aviation training organisation		
Certificate of Approval number	CAA		is recommended		is not recommended		
COMMENTS / RESTRICTIONS							
SIGNATURE OF MANAGER: PART 141	NAME IN BLOCK LETTERS			DATE			
RECOMMENDATION BY SENIOR MANAGER: FLIGHT OPERATIONS DEPARTMENT							
APPROVED					NOT APPROVED		
FOR ISSUE					FOR RENEWAL		
SIGNATURE OF SENIOR MANAGER: FLIGHT OPERATIONS	NAME IN BLOCK LETTERS			DATE			