

**CHECKLIST FOR APPROVAL OF ATO'S M.O.P.'s (PART 141)**

NAME OF APPLICANT				
DATE OF FORMAL APPLICATION ACCEPTED				
KIND(S) OF OPERATION				
Manual/Document		Date received	Date returned	Date accepted or approved
<i>Manuals to be APPROVED indicated as "Approve", other manuals may be ACCEPTED.</i>				
<b>Training Manual of Procedures</b>				Approve
• Cover Page				Approve
• Regulations Statement of Compliance				Approve
• Full list of ATO information				Approve
• Statement of Compliance				Approve
• Preamble				Approve
• Table of Contents				Approve
• Compliance statements by post holders <ul style="list-style-type: none"> <li>➤ PPL Test Centre CTM (non disclosure Agreement)</li> <li>➤ CEO</li> <li>➤ CFI</li> <li>➤ Responsible Person Safety</li> <li>➤ Responsible Person Aircraft</li> </ul>				Approve
• Record of Revision				Approve
• List of effective pages				Approve
• Amendment, revision and distribution				Approve
• Description of training facilities and equipment				Approve
• Simulator Training				Approve
• List of aircraft utilized by the School				Approve
• List of permanent instructors				Approve
• Proof of Insurance				Approve
• Proof of lease				Approve
• General section <ul style="list-style-type: none"> <li>➤ Introduction</li> <li>➤ Abbreviations</li> <li>➤ Authorities</li> <li>➤ Applicability</li> <li>➤ Training Standards</li> <li>➤ Flight training Provided</li> </ul>				Approve
• Organisation and responsibilities <ul style="list-style-type: none"> <li>➤ Organigram</li> <li>➤ Responsible Persons               <ul style="list-style-type: none"> <li>❖ CEO</li> <li>❖ CFI</li> <li>❖ Safety</li> <li>❖ Aircraft</li> <li>❖ CTM ( PPL testing)</li> <li>❖ English Testing</li> </ul> </li> </ul>				Approve

<ul style="list-style-type: none"> <li>• Quality Control <ul style="list-style-type: none"> <li>➤ Table of Contents</li> <li>➤ Quality Control System</li> <li>➤ Quality Goals</li> <li>➤ Quality Organizational Structure</li> <li>➤ Quality Duties and Responsibilities</li> <li>➤ Quality Manual</li> <li>➤ Quality Assurance Programme</li> <li>➤ Quality Inspections</li> <li>➤ Quality Audits</li> <li>➤ External Audits</li> <li>➤ Quality Non- Conformance Reporting and monitoring</li> <li>➤ Corrective Action</li> <li>➤ Quality Records</li> <li>➤ Quality Briefings and training</li> <li>➤ Management Reviews</li> </ul> </li> </ul>			<b>Approve</b>
<ul style="list-style-type: none"> <li>• Documentation <ul style="list-style-type: none"> <li>➤ Copy of training file instructor</li> <li>➤ Copy of training file Student</li> <li>➤ Copy of Flight Authorisation sheet</li> </ul> </li> </ul>			

Manual/Document (continued)	Date received	Date returned	Date accepted or approved
<i>Manuals to be APPROVED indicated as "Approve", other manuals may be ACCEPTED.</i>			
<b>Flight Training Program</b>			<b>Approve</b>
• MPL Training			<b>Approve</b>
• PPL Training			<b>Approve</b>
• Gyroplane			<b>Approve</b>
• Commercial Pilot			<b>Approve</b>
• Airline Transport Pilot			<b>Approve</b>
• Class rating			<b>Approve</b>
• Night Rating			<b>Approve</b>
• Tug/Safety Rating			<b>Approve</b>
• Aerobatic rating			<b>Approve</b>
• Instrument Rating			<b>Approve</b>
• Instructors Rating			<b>Approve</b>
• Turbo Prop/jet engine Rating			<b>Approve</b>
• Type rating			<b>Approve</b>
• Balloon Rating			<b>Approve</b>
• Radio Telephony			<b>Approve</b>
• Multi Engine Rating			<b>Approve</b>
• Cargo Sling			<b>Approve</b>
• Game Capture			<b>Approve</b>
<b>Ground School Training Program</b>			<b>Approve</b>
• MPL			<b>Approve</b>
• PPL			<b>Approve</b>
• Commercial Pilot			<b>Approve</b>
• ALTP			<b>Approve</b>

• PPL Test Centre Accreditation			<b>Approve</b>
• English Proficiency Testing Accreditation			<b>Approve</b>
<b>Licence Endorsement Training Programs or Syllabi</b>			
• RVSM Manual			
• CFIT Manual			
• TACS/ACAS Manual			
• ETOPS Manual			
• GNSS Manual			
• CRM Manual			
• RNAV Manual			
• <i>(complete if there are additional accreditations)</i>			
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<b>APPROVAL OF AVIATION TRAINING ORGANISATION MANUAL OF PROCEDURES</b>			
<b>MOP APPROVED</b>		<b>MOP NOT APPROVED</b>	
<b>SIGNATURE OF INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>SIGNATURE OF MANAGER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>COMMENTS:</b>			

<b>FOR OFFICIAL USE ONLY</b>			
<b>FLIGHT OPERATIONS ADMINISTRATION</b>			
<b>RECEIPT OF ACKNOWLEDGEMENT OF APPROVED AVIATION TRAINING ORGANISATION MANUAL OF PROCEDURES</b>			
<b>SIGNATURE OF FOD ADMIN ASSISTANT</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>CLIENT COPY DISPATCHED (METHOD OF DELIVERY)</b>		<b>IF MOP IS MAILED, TRACKING NO.</b>	
<b>SIGNATURE OF RECIPIENT</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>CONFIRMATION OF CAA COPY FILED</b>			
<b>SIGNATURE OF PERSON FILING CAA COPY OF MOP</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>