CHECKLIST- QUALITY MANUAL STRUCTURE EVALUATION
GACAR PART-141

Pilot School/Organization Information			
Pilot School/Organization Name			
Quality Manager Detail	**Name**	**Contact Number**	**E-Mail**

No.	GACAR PART-141 Requirements	QM Reference	Compliance	
			YES	NO
Chapter 0	**ADMINISTRATION AND CONTROL OF QUALITY MANUAL**			
0.1	Introduction			
(a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable approval			
(b)	A statement that the manual contains quality instructions that are to be complied with by the relevant personnel			
(c)	Explanations and definitions of terms and words needed for the use of the manual			
0.2	System of amendment and revision			
(a)	Details of the person(s) responsible for the issuance and insertion of amendments and revisions.			
(b)	A record of amendments and revisions with insertion dates and effective dates			
(c)	A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety			
(d)	A description of the system for the annotation of pages and their effective dates.			
(e)	A list of effective pages			
(f)	Annotation of changes (on text pages and, as far as practicable, on charts and diagrams)			
(g)	Temporary revisions			
(h)	A description of the distribution system for the manuals, amendments and revisions.			

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			YES	NO
Chapter 1	**ORGANIZATION AND RESPONSIBILITIES**			
1.	Organizational structure. A description of the organizational structure			
1.2	Names of nominated post holders. The name of each nominated post holder and a description of their function and responsibilities must be included			

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1.3	Responsibilities and duties of quality management personnel. A description of the duties, responsibilities and authority of quality management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.			
Chapter 2	**GENERAL**			
2.1	Terminology			
2.2	Quality Policy, Objectives and Strategy			
2.3	Purpose of quality system			
2.4	Quality manager			
Chapter 3	**QUALITY SYSTEM**			
3.1	Introduction			
3.2	Scope			
3.3	Feedback System			
3.4	Relevant documentation			
Chapter 4	**QUALITY ASSURANCE PROGRAM**			
4.1	Introduction			
4.2	A QA plan for an ATO should encompass well- designed and documented policies, processes andprocedures for at least the following activities:			
a	Monitor training services and process controls;			
b	Monitor assessment and testing methods;			
c	Monitor personnel qualifications and training;			
d	Monitor training devices and equipment qualification, calibration and functionality, as applicable; and			
e	Conduct internal and external audits and inspection;			
f	Develop, implement and monitor corrective and preventive actions and associated reporting systems			
g	Utilize appropriate statistical analysis to identify and respond appropriately to trends.			
4.3	Quality inspection			
4.4	Audits and inspections			
4.5	Auditors			

No.	GACAR PART-141 Requirements	QM Reference	Compliance	
			YES	NO
4.6	Auditors independence			
4.7	Audit scope			
4.8	Audit scheduling			
4.9	Monitoring and corrective action			
4.10	Management evaluation			
4.11	Recording			
Chapter 5	**QUALITY ASSURANCE RESPONSIBILITY FOR SUB CONTRACTORS**			
5.1	Subcontractors			
Chapter 6	**QUALITY SYSTEM TRAINING**			
6.1	General			
6.2	Source of training			
6.3	Initial and recurrent training			
Chapter 7	**QUALITY-RELATED DOCUMENTATION**			
7.1	Relevant documentation includes parts of the raining and procedures manual which may be included in a separate quality manual.			
7.2	In addition, the relevant documentation should include the following			
a	Quality policy and strategy;			
b	Glossary;			
c	Organizational risk profile;			
d	Risk management plan;			
e	Coherence matrix;			
f	Procedures and reporting system for corrective and preventive actions;			
g	Specified training standards;			
h	Description of the organization;			
i	Assignment of duties and responsibilities; and			
j	Training procedures related to the quality system to ensure regulatory compliance.			
7.3	The QA audit program documentation should reflect:			

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a	The schedule of the monitoring process;			
b	Audit procedures;			
c	Reporting procedures;			
d	Procedures for follow-up and corrective actions;			
e	The recording system; and Document control.			

Result of Quality Manual Assessment	
☐ Approved ☐ Not Approved/Rejected	
Ref. Number	**Remarks**

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Ref. Number	Remarks

Aviation Safety Inspector		
Name	Signature	Date (dd/mm/yy)

(Document Owner: Flight Operations Standards Department, Training Centers and Pilot Schools Section)