

Training Centers & Flight Schools Section
Pilot School Certification Inspection Checklist
GACAR PART – 141
EBOOK V3

Part 141 Pilot School Certification Job Aid

| | | | |
|---------------------------|--|---|--|
| • Pilot School Name | | • Pilot School Address & Contact Number | |
| • Representative Position | | • Representative Name | |
| • Email Address | | • Date (dd/mm/yy) | |

| | | | Compliance | | |
|----|---|---------------------|------------|----|----|
| | | GACAR-141 Reference | YES | NO | NA |
| 1 | Initial contact handled by: | 3.7.1.2. | | | |
| 2 | Letter of Intent | 3.7.1.2. | | | |
| 3 | Pre-Application meeting | 3.7.1.2. | | | |
| 4 | Applicant provided resources/advised how to obtain | 3.7.1.2. | | | |
| 5 | Formal Application meeting | 3.7.1.2. | | | |
| 6 | Application properly completed and submitted | 3.7.1.2. | | | |
| 7 | TCOs submitted | 3.7.1.2. | | | |
| a. | a. TCO contain description of each room used for aeronautical knowledge training | 3.7.1.2. | | | |
| b. | b. TCO describe all training aids | 3.7.1.2. | | | |
| c. | c. TCO describe each training device/simulator used | 3.7.1.2. | | | |
| d. | d. TCO list aerodromes at which training flights originate | 3.7.1.2. | | | |
| e. | e. TCO describe minimum instructor qualifications | 3.7.1.2. | | | |
| f. | f. TCO describe trainee's enrollment qualifications | 3.7.1.2. | | | |
| g. | g. TCO describes each lesson's objectives and training standards | 3.7.1.2. | | | |
| h. | h. TCO describe tests and checks used to measure each stage of training | 3.7.1.2. | | | |
| 8 | Verification of chief instructor/assistant chief instructor/check instructor qualifications (GACAR 141.51, 141.57 and 141.59) | 3.7.1.2. | | | |
| 9 | Chief instructor/assistant for ground school course has experience in approved school | | | | |
| 10 | Enrollment method meets the requirements of GACAR 141.151 | | | | |
| 11 | Safety procedures/practices developed (GACAR 141.151) | | | | |
| 12 | Graduation certificates appropriate (GACAR 141.153) | | | | |

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| | | GACAR-141 Reference | Compliance | | |
|-----|---|---------------------|------------|----|----|
| | | | YES | NO | NA |
| 13 | Method for student recordkeeping (GACAR 141.163) | | | | |
| 14 | MEL approved (If applicable) | | | | |
| 15 | School has use of aircraft appropriate for each course | | | | |
| a. | KSA-registered standard category | | | | |
| b. | At least two-place with full-functioning dual controls | | | | |
| c. | Maintained in accordance with the applicable GACAR | | | | |
| d. | Inspected by Airworthiness Inspector | | | | |
| (1) | Optional equipment installation | | | | |
| (2) | Airworthiness Directive records current | | | | |
| (3) | In-house or contract maintenance observed | | | | |
| (4) | Aircraft for IFR courses properly equipped/maintained | | | | |
| e. | Electronic Components/communications equipment inspected | | | | |
| f. | Checklists required by GACAR 141.139 | | | | |
| 16 | Chief instructor/assistance for each course tested GACAR 141.53 | | | | |
| a. | Knowledge test | | | | |
| b. | Skill test | | | | |
| 17 | Chief instructor's method to test other instructors | | | | |
| 18 | Pilot briefing areas (GACAR 141.67) | | | | |
| 19 | Aeronautical knowledge training facilities (GACAR 141.69) | | | | |
| 20 | Aerodromes | | | | |
| a. | Continuous use where flights originate (GACAR 141.61) | | | | |
| b. | One runway/takeoff area for normal takeoff at maximum takeoff mass (GACAR 141.61) | | | | |
| c. | Wind direction indicator (GACAR 141.61) | | | | |
| d. | Permanent runway lights (if required by GACAR 141.61) | | | | |
| 21 | Flight simulation training devices | | | | |
| a. | Cockpit meets requirements of GACAR 141.65 | | | | |
| b. | Simulates rotation around three axes (GACAR 141.65) | | | | |
| c. | Minimum instruments/equipment required by GACAR 91 (GACAR 141.65) | | | | |

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| | | GACAR-141 Reference | YES | NO | NA |
| d. | For VFR instruction, a means of simulating visual flight conditions (GACAR 141.65) | | | | |
| e. | For IFR instruction, a means of recording flight path (GACAR 141.65) | | | | |
| 22 | Training aids meet requirements of GACAR 141.65 | | | | |
| 23 | Safety Management System (SMS) per GACAR 141.19 | | | | |
| 24 | Quality Assurance System GACAR 141.91 | | | | |
| 25 | Training and Procedures Manual GACAR 141.79 | | | | |
| 26 | Certificate number obtained | | | | |
| 27 | Pilot School Certificate prepared and issued | | | | |
| 28 | OpSpecs issued | | | | |
| 29 | Certification report and office file prepared | | | | |
| 30 | Surveillance plan developed | | | | |
| 31 | Others | | | | |

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Part 141 Schedule of Events

| NAME OF SCHOOL: | NAMES OF MANAGEMNT PERSONNEL | | | | |
|---|------------------------------|-----------------|---|-----------------|-----------|
| | Name | | | | Title |
| ADDRESS: | SCHOOL DATE READY | GACA DATE REC'D | GACA RET'D | GACA DATE APP'D | INSP INIT |
| 1. Letter of Intent | | | | | |
| 2. Application for Pilot Certificate | | | | | |
| 3. TCOs | | | | | |
| 4. Special curriculums (if applicable) | | | | | |
| 5. Recordkeeping procedures | | | | | |
| 6. Enrollment method | | | | | |
| 7. Safety procedures/practices | | | | | |
| 8. Graduation certificates | | | | | |
| 9. Instructors' qualifications | | | | | |
| 10. Chief instructor/assistant practical test | | | | | |
| 11. Base inspection (including satellite bases) | | | | | |
| 12. Appropriate aircraft for each course | | | | | |
| 13. Aircraft conformity inspections (Airworthiness) | | | | | |
| 14. FSTD or ATD inspection | | | | | |
| 15. Training aids inspection | | | | | |
| 16. Pilot briefing area | | | | | |
| 17. Aeronautical knowledge training facilities | | | | | |
| 18. Aerodromes | | | | | |
| 19. Safety Management System (SMS) | | | | | |
| 20. Quality Assurance System | | | | | |
| 21. Training and Procedures Manual | | | | | |
| 22. Proposed date to start operations | | | | | |
| 23. Other | | | | | |
| Overall Assessment | | | | | |
| <input type="checkbox"/> Satisfactory | | | <input type="checkbox"/> Unsatisfactory | | |

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Management Personnel

| NO. | Position | Name | Email address | Contact Number |
|-----|----------------------------------|------|---------------|----------------|
| 1. | Accountable/Executive Manager | | | |
| 2. | Chief Flight Instructors | | | |
| 3. | Assistant Chief Instructors | | | |
| 4. | Chief Ground Instructors | | | |
| 5. | Quality Assurance System Manager | | | |
| 6. | Safety Management System Manager | | | |
| 7. | Accountable/Executive Manager | | | |



الهيئة العامة للطيران المدني
General Authority of Civil Aviation

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| Remarks | |
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| Inspector Name | Signature | Date |
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