

PILOT SCHOOL CERTIFICATION INSPECTION CHECKLIST

GACAR PART – 141

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 a 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)		☐	☐	☐
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		☐	☐	☐

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f.	Checklists required by GACAR 141.139		☐	☐	☐
16	Chief instructor/assistant 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)		☐	☐	☐
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 the 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 Management Personnel				
	Name	Title	Name	Title	Name
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

☐ Satisfactory
☐ Unsatisfactory

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			

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Remarks

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Inspector Name	Signature	Date