

## CHECKLIST-TRAINING CENTER OPERATIONS MANUAL STRUCTURE EVALUATION GACAR PART-142

### TRAINING CENTER DETAILS

Training Center Name			
Training Center Representative	Name	Position	
	Contact Number	E-Mail	

No.	GACAR PART-142 Requirements	Compliance		
		OPS Manual Reference	Yes	No
CHAPTER 1. GENERAL				
1.1	Preamble relating to the use and applicability of the manual.		<input type="checkbox"/>	<input type="checkbox"/>
1.2	Table of contents.		<input type="checkbox"/>	<input type="checkbox"/>
1.3	Amendment, revision and distribution of the manual:		<input type="checkbox"/>	<input type="checkbox"/>
a	procedures for amendment;		<input type="checkbox"/>	<input type="checkbox"/>
b	record of amendments page;		<input type="checkbox"/>	<input type="checkbox"/>
c	distribution list; and		<input type="checkbox"/>	<input type="checkbox"/>
d	list of effective pages.		<input type="checkbox"/>	<input type="checkbox"/>
1.4	Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.		<input type="checkbox"/>	<input type="checkbox"/>
1.5	Description of the structure and layout of the manual, including:		<input type="checkbox"/>	<input type="checkbox"/>
a	the various parts and sections, as well as their contents and use; and		<input type="checkbox"/>	<input type="checkbox"/>
b	the paragraph numbering system.		<input type="checkbox"/>	<input type="checkbox"/>
1.6	Description of the scope oft raining authorized under the organization’s terms of approval.		<input type="checkbox"/>	<input type="checkbox"/>
1.7	Organization (chart of the ATO’s management organization and the names of the post holders.		<input type="checkbox"/>	<input type="checkbox"/>
1.8	Qualifications, responsibilities, and succession of command of management and key operational personnel, including but not limited to:		<input type="checkbox"/>	<input type="checkbox"/>
a	Accountable executive;		<input type="checkbox"/>	<input type="checkbox"/>
b	Head of training;		<input type="checkbox"/>	<input type="checkbox"/>
c	Instructional services manager or chief ground instructor;		<input type="checkbox"/>	<input type="checkbox"/>
d	Chief flight instructor, if applicable		<input type="checkbox"/>	<input type="checkbox"/>
e	Quality manager;		<input type="checkbox"/>	<input type="checkbox"/>
f	Maintenance manager, if applicable;		<input type="checkbox"/>	<input type="checkbox"/>
g	Safety manager, if applicable;		<input type="checkbox"/>	<input type="checkbox"/>
h	Instructors; and		<input type="checkbox"/>	<input type="checkbox"/>
i	Examiners, evaluators and auditors.		<input type="checkbox"/>	<input type="checkbox"/>
1.9	<b>Policies dealing with:</b>		<input type="checkbox"/>	<input type="checkbox"/>
a	The training organization’s objectives, including ethics and values;		<input type="checkbox"/>	<input type="checkbox"/>
b	The selection of Training Center personnel and the maintenance of their qualifications;		<input type="checkbox"/>	<input type="checkbox"/>
c	The training program design and development, including the need for program validation and review as well as the outsourcing of training program development to third-party providers.;		<input type="checkbox"/>	<input type="checkbox"/>
d	The evaluation, selection and maintenance of training material and devices;		<input type="checkbox"/>	<input type="checkbox"/>
e	The maintenance of the training facilities and equipment;		<input type="checkbox"/>	<input type="checkbox"/>

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f	The development and maintenance of a quality system governance model; and		<input type="checkbox"/>	<input type="checkbox"/>
g	the development and maintenance of a culture focused on safety in the workplace, including, when applicable, implementation of a safety management system governance model		<input type="checkbox"/>	<input type="checkbox"/>
1.10	Description of the facilities and equipment available, including:		<input type="checkbox"/>	<input type="checkbox"/>
a	General-use facilities, including offices, stores and archives, and library or reference areas);		<input type="checkbox"/>	<input type="checkbox"/>
b	The number and size of classrooms, including installed equipment; and		<input type="checkbox"/>	<input type="checkbox"/>
c	The type and number of training devices, including their location if other than at the main training site.		<input type="checkbox"/>	<input type="checkbox"/>
d	FSTD maintenance facility		<input type="checkbox"/>	<input type="checkbox"/>
e	Computer-based classrooms; and		<input type="checkbox"/>	<input type="checkbox"/>
f	Briefing room		<input type="checkbox"/>	<input type="checkbox"/>
g	Duty time limitations for Examiner/Evaluator, Instructor (number of hours/sessions, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
h	Notification of change to the Organization and/or GACA		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 2. STAFF TRAINING

a	Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.		<input type="checkbox"/>	<input type="checkbox"/>
b	Appointments of persons responsible for standards/competence of flying staff.		<input type="checkbox"/>	<input type="checkbox"/>
c	Initial training		<input type="checkbox"/>	<input type="checkbox"/>
d	Refresher and recurrent training		<input type="checkbox"/>	<input type="checkbox"/>
e	Details of the initial and recurrent training program for all personnel as required by GACA PART-142, including awareness training with respect to their responsibilities within the Training Center's system governance processes (details on QMS and SMS respectively)		<input type="checkbox"/>	<input type="checkbox"/>
f	Standardization's training		<input type="checkbox"/>	<input type="checkbox"/>
g	Proficiency checks, Procedures for proficiency checks and upgrade training.		<input type="checkbox"/>	<input type="checkbox"/>
h	Upgrading training		<input type="checkbox"/>	<input type="checkbox"/>
i	Staff standards evaluation		<input type="checkbox"/>	<input type="checkbox"/>
j	Details of the procedures to validate the qualifications and determine the competency of instructional personnel as required by GACA PART-142		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 3. FSTD OPERATING AND TECHNICAL INFORMATION

a	FSTD descriptive notes;		<input type="checkbox"/>	<input type="checkbox"/>
b	FSTD certificate, Qualifications, and specifications		<input type="checkbox"/>	<input type="checkbox"/>
c	Certification and operating limitations.		<input type="checkbox"/>	<input type="checkbox"/>
d	Certification process and procedure		<input type="checkbox"/>	<input type="checkbox"/>
e	FSTD handling (including checklists, limitations, performance limitations; maintenance and technical logs, in accordance with relevant requirements, etc.);		<input type="checkbox"/>	<input type="checkbox"/>
f	standard operating procedures;		<input type="checkbox"/>	<input type="checkbox"/>
g	FSTD maintenance procedures.		<input type="checkbox"/>	<input type="checkbox"/>
h	Emergency procedures;		<input type="checkbox"/>	<input type="checkbox"/>
i	Qualification Test Guide (QTG)		<input type="checkbox"/>	<input type="checkbox"/>
j	List of FSTDs (FFS, FTD, FNPT, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
k	FSTD modification(s) and its procedure		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 4. FSTD OPERATING AND TECHNICAL INFORMATION

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i	Qualification Test Guide (QTG)		<input type="checkbox"/>	<input type="checkbox"/>
j	List of FSTDs (FFS, FTD, FNPT, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
k	FSTD modification(s) and its procedure		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 5. RECORDS

a	General description		<input type="checkbox"/>	<input type="checkbox"/>
b	<b>Procedures regarding:</b>		<input type="checkbox"/>	<input type="checkbox"/>
1	attendance records;		<input type="checkbox"/>	<input type="checkbox"/>
2	student training records;		<input type="checkbox"/>	<input type="checkbox"/>
3	staff training and qualification records;		<input type="checkbox"/>	<input type="checkbox"/>
4	persons responsible for checking records and student personal logs;		<input type="checkbox"/>	<input type="checkbox"/>
5	Initial and recurrent training records		<input type="checkbox"/>	<input type="checkbox"/>
6	nature and frequency of record checks;		<input type="checkbox"/>	<input type="checkbox"/>
7	standardization of record entries;		<input type="checkbox"/>	<input type="checkbox"/>
8	personal log entries; and		<input type="checkbox"/>	<input type="checkbox"/>
9	security of records and documents.		<input type="checkbox"/>	<input type="checkbox"/>
c	<b>Electronic Record keeping:</b>		<input type="checkbox"/>	<input type="checkbox"/>
1	GACA approval		<input type="checkbox"/>	<input type="checkbox"/>
2	Procedure		<input type="checkbox"/>	<input type="checkbox"/>
3	Duration		<input type="checkbox"/>	<input type="checkbox"/>
4	Security		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 6. SAFETY MANAGEMENT SYSTEM (SMS) (If Applicable)

a	General description, with reference to the SMS Manual for details		<input type="checkbox"/>	<input type="checkbox"/>
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### CHAPTER 7. QUALITY ASSURANCE (QA)

a	General description, with reference to the Quality Manual for details		<input type="checkbox"/>	<input type="checkbox"/>
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### CHAPTER 8. FLIGHT TRAINING PLAN

a	Training curricula, reference to Training Manual or PART II, including:		<input type="checkbox"/>	<input type="checkbox"/>
1	theoretical knowledge for flights; and		<input type="checkbox"/>	<input type="checkbox"/>
2	flight simulation training		<input type="checkbox"/>	<input type="checkbox"/>
3	Flight Training on Airplane, if applicable		<input type="checkbox"/>	<input type="checkbox"/>
4	The general arrangements of daily and weekly program for flying training, ground training and flight simulation training.		<input type="checkbox"/>	<input type="checkbox"/>
b	Training policies in terms of:		<input type="checkbox"/>	<input type="checkbox"/>

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1	weather constraints and information; if applicable		<input type="checkbox"/>	<input type="checkbox"/>
2	maximum student training times for flight, theoretical knowledge, and flight simulation training, per day/week/month;		<input type="checkbox"/>	<input type="checkbox"/>
3	restrictions in respect of training periods for students;		<input type="checkbox"/>	<input type="checkbox"/>
4	duration of training flights at various stages;		<input type="checkbox"/>	<input type="checkbox"/>
5	maximum individual student flying hours in any day or night period;		<input type="checkbox"/>	<input type="checkbox"/>
6	maximum number of individual student training flights in any day or night period; and		<input type="checkbox"/>	<input type="checkbox"/>
7	minimum rest periods between training periods.		<input type="checkbox"/>	<input type="checkbox"/>

### CHAPTER 9. APPENDIX

a	<b>As Required:</b>		<input type="checkbox"/>	<input type="checkbox"/>
b	sample progress test forms;		<input type="checkbox"/>	<input type="checkbox"/>
c	sample logs, test reports and records; and		<input type="checkbox"/>	<input type="checkbox"/>
d	a copy of the ATO's approval document.		<input type="checkbox"/>	<input type="checkbox"/>
e	Any required forms and documents		<input type="checkbox"/>	<input type="checkbox"/>

### RESULT OF OPERATIONS MANUAL ASSESSMENT

☐ Approved

☐ Not Approved

No.	Remarks
1	
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Aviation Safety Inspector Name	Signature	Date

(Owner of Document: Flight Operations Standards Department, Training Centers Section)