

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

Inspection Areas			
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Training Center Name		Type of Audit/Inspection	
Location & address		Duration	
Contact Number		Quality Manager/Post holder Name	
Date (dd/mm/yy)		Email address	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 1 MANAGEMENT AND ADMINISTRATION			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
1-01	Does any person whose employment or control contributed to the revocation, suspension, or termination of part 121, 125, 141, or 142 operating certificates within the previous 5 years manage, control, or have substantial ownership of this training center?	142.11(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-01-1	Has the applicant or certificate holder held a training center certificate that was revoked within the past 5 years?	142.11(e)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-01-2	Does the applicant or certificate holder employ or propose to employ a person who was previously employed in a management or supervisory position by the holder of a training center certificate that was revoked or suspended within the past 5 years?	142.11(e)(2)(i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-01-3	Does the applicant or certificate holder exercise control over any certificate holder whose certificate has been revoked or suspended within the past 5 years?	142.11(e)(2)(ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-01-4	Has the applicant or certificate holder provided incomplete, inaccurate, fraudulent, or false information for a training center certificate?	142.11(e)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-02	Does the training center have a sufficient number of instructors for each curriculum?	142.13(a) V4 C9 S2 (4.9.2.1.) & V3 C8 S1 P3.8.1.13(B)(4c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-03	Does the training center have a sufficient number of approved evaluators/Examiners to accomplish required checks and tests within 7 calendar days of training completion?	142.13(b) V4 C9 S2 (4.9.2.1.) & V3 C8 S1 P3.8.1.13 (B)(4c) Vol 14, C10 P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-04	Are the instructors and evaluators at each satellite training center under the direct supervision of management personnel of the principal training center?	142.17(a)(2) V4 C9 S5 4.9.5.11) & V3 C54 S1 P3-4334	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05	Does The training center has a sufficient number of management personnel qualified and competent to perform required duties and supervise the training to be conducted?	142.13(C) V3 C8 S1 P3.8.1.11 (a (1) a) & V4 C9 S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-1	The training center has appointed an accountable manager responsible for ensuring it is in compliance with the requirements for an approved training center.	142.13(d) V3 C8 S1 P3.8.1.11(a (1) a) & V4 C9 S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-2	Does each management representative, and all personnel who conduct direct student training, understand, read, write, and fluently speak English?	142.13(e) V3 S 2 P3.8.1.11 (a)(2)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-3	Does each management representative, and all personnel who conduct direct student training, have clear duties and responsibilities documented in the TC approved manuals?	142.13 V3 S1 P3.8.1.11(A(12))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-4	Does each management representative, and all personnel who conduct direct student training, aware about their duties and responsibilities?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-5	Director of Training	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-5-1	Is the Director of Training approved/accepted by GACA?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-5-2	Does the Director of Training carry out his responsibilities and accountabilities in accordance with Training Center's approved Manuals and GACA requirements?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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1-5-5-3	Dose Director Training report direct to the Accountable Manager?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-6	Chief Ground Instructor (CGI)/Ground Training Manager, if required	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-6-1	Is the CGI approved/accepted by GACA, (if required)?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-6-2	Dose the CGI carry out his responsibilities and accountabilities in accordance with Training Center's approved manuals and GACA requirements?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-6-3	Dose CGI reports direct to the Director of Training?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-05-7	Quality Management System Manager	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-7-1	Is the Quality Manager (QM) approved/accepted by GACA?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-7-2	Dose the QM carry out his responsibilities and accountabilities in accordance with Training Center's approved manuals and GACA requirements?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-7-3	Dose QM reports are directed to the Accountable Manager?	142.13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-8	Safety Manager (if Safety Management System is required)	142.13 & 142.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-8-1	Is the Safety Manager approved/accepted by GACA?	142.13 & 142.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-8-2	Dose the SMS manager carries out his responsibilities and accountabilities in accordance with GACA requirements and Training Center's manuals?	142.13 & 142.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-5-8-3	Dose SMS Manager report direct to Accountable Manager?	142.13 & 142.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-06	Has the Training Center Certificate/Approval been properly issued and does it contain all business names under which the Approval/certificate holder may conduct operations, and the address of each business office used?	142.3, 142.5(b) & 142.11(d) V3 S1 P3.8.1.9 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-07	Is the training center certificate prominently displayed in a place accessible to the public in the principal business office?	142.19 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-08	Has the training center been properly issued with training specifications?	142.3(b) & 142.11 (d)(2) V3 C8 (3.8.1.15.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-09	Are all exemptions properly approved and contained in the center's training specifications paragraph?	142.3, 142.11 GACAR Part 11 General Rule Making Procedure (11.9 Petition for Exemptions) & Vol 4 C2 Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-10	Does the training center comply with all conditions and provisions of any exemptions ?	142.1 & 142.3 GACAR Part 11 General Rule Making procedure (11.9 Petition for Exemptions) & V4 C 2 Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-11	Does the training center conduct, or advertise to conduct, any training, testing, or checking that is designed to satisfy part 142 requirements that are not approved by the GACA?	142.23(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-12	Does the training center make any statement in its advertising relating to its certification and ratings that is false or designed to mislead?	142.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1-13	Does the training center, in its advertising, differentiate between courses that have been	142.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	GACA approved and those that have not?				
1-14	If the training center utilizes part 141 pilot school to provide training, testing, or checking, is there a training agreement between the school and the training center?	142.25, 142.25(a) & 142.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-15	Are the training course outlines used by each such part 141 pilot school under the training agreement GACA approved?	142.25, 142.25(c) & 142.25(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-16	Does the Training Center have written procedures to ensure management control of its personnel at satellite centers and/or remote sites?	142.17(a)(2) V3 C54 S1 P3-4334	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-17	Based upon review of leases, agreements and contracts, does the training center have exclusive use of flight training equipment?	142.15(d) & 142.65 V3 (3.8.1.9) & (3.8.1.11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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INSPECTION AREA 2 TRAINING/OPERATIONS SPECIFICATIONS			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a review of the content of the training specifications issued to the training center. The following checklist items are provided for guidance and should be used during the Inspection	GACAR Part-142 References	Yes	No	NA	
2-01	Has the training center been properly issued training/Operations specifications?	142.1, 142.3(b) & 142.11(b)(2), V15 C7 S1 (15.7.1.1.) & (15.7.1.7.) & V3 C8 S1 P3.8.1.9 (A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-02	Is the information contained in Part (A1) of the training/Operations specifications current, including names, addresses, other business names, satellite center authorizations (including address and contact information), and authorized exemptions, deviations, and waivers?	142.5, 142.11(d)(2) & 142.17(a)(4) & (b) V15 C7 S1 (15.7.1.1.) & (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-03	Does (T) of the training/Ops specifications clearly identify each approved training curriculum and the testing and/or checking authorization for each training course and location?	142.3, 142.5(a), 142.11(d)(2)(i) & 142.43 V15 C7 S1 (15.7.1.1.) (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-03-2	Is each curriculum's initial or final approval date listed in (T) appropriate, accurate and current (in the case of initial approvals)?	142.3, 142.5 & 142.11 V15 C7 S1 (15.7.1.1.) (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-04	Is the personnel and staff information contained in Part A6 of the training/Operations specifications current, including that of management and supervisory personnel, evaluators, and instructors?	142.3, 142.5, 142.5(a), 142.47(b) & 142.11(b)(1)&(2) 15 C7 S1 (15.7.1.1.) & 15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-05	Is the information regarding record keeping contained in Paragraph A025 of the training/operations specifications current and accurately identify the specific records and system used by the Training Center to document students, instructors, and evaluators?	142.3, 142.11 & 142.91 V15 C7 S1 (15.7.1.1.) & (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-06	Is the information regarding the instrument (circling approach) procedures approved for each simulator and airports contained in the training specifications accurate?	142.3 & 142.11 V15 C7 S1 (15.7.1.1.) & (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-07	Is the information entered into the training/Operations specifications concerning satellite centers complete and does it clearly specify the training/testing/checking authorized at each satellite?	142.3 & 142.11 V15 C7 S1 (15.7.1.1.) & (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2-03-1	Does the training center have an approved curriculum that corresponds to each entry in training/Operations specification paragraphs (T), (A7), and (A35) ?	142.3 & 142.11 V15 C7 S1 (15.7.1.1.) & (15.7.1.7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSPECTION AREA 3 COURSEWARE			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a review of the courseware used by the Training Center in conducting its approved curriculums/courses. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
3-01	Is the training center's courseware adequate to support the curriculum goals and has it been approved by GACA Principal Inspector (PI) ?	142.3 & 142.11,15( d), V3 C8 S1 P3.8.1.7 B1, PA3.8.1.9 & V4 (4.9.6.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-02	Do lesson plans adequately describe lesson objectives, training elements, schedule, equipment, student and instructor action, and completion standards?	V3 C8, 3.3.2.9, 3.7.1.19 (8(b)) & V4 (4.9.6.9 E) & (4 9.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-03	Does the courseware include Standard Operating Procedures and flight training event descriptions appropriate to the aircraft?	V4 (4.9.6.9 I) & (4, 9, 9.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-04	Do Computer Based Training instruction programs meet requirements?	V4 C9 S6, 4.9.6.9 & 4.9.6.9(G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-05	Do audiovisual programs contain correct information and conform to lesson objectives?	V4 (4.8.2.7) & 4.9.6.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-06	Do aircraft operating manuals conform to manufacturer procedures and data?	V4 C9 S6 P4.9.6.9 & 4.9.6.9 (F. 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-07	Do weight and balance procedures conform to manufacturer procedures and data?	V4 C9 S6 F(3d(4)) 4.9.6.9( F. 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-08	Do aircraft performance data conform to manufacturer procedures and data?	V4 C9 S6 F(3d(4)) 4.9.6.9 (F. 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-09	Have the Checklists or Quick Reference Handbooks used during training, testing and checking been approved and do they conform to the flight training equipment and the AFM?	V4 C9 S6 F4.9.6.9 F(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-10	Does the training center use a pictorial method to accomplish the pre-flight inspection testing requirements, and does it represent the flight training equipment being used?	V4 C9 S6 P 4.9.6.9 D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-10-1	If pictorial pre-flights are authorized, does the center have approval for each?	V4 C9 S6 P 4.9.6.9 D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-11	Do aircraft mockups, cockpit procedures trainers, or other training aids conform to the curriculum/courseware requirements?	V4 C9 S6 P4.9.6.7 & (4.9.6.9 G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-12	Do workbooks and student handouts and other training materials conform to other course materials?	V4 C9 S6 (4.9.6.9 G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-13	Does the simulator component inoperative guide (SCIG) and/or MMI procedures conform to national policy and SIM Quality SYSTM requirements?	142.59(d) & 142.65(d) V4 C9 S5, (4.9.5.9 A5) & (4.9.6.7. C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSPECTION AREA 4 AIRMAN TRAINING PROGRAMS			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a review of the courseware used by the Training Center in conducting its approved curriculums/courses. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
4-01	Are all core and specialty curriculums approved by being listed in the center's training specifications, and is each maintained by the training center in a form that will enable the user to determine its revision status?	142 Subpart B V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-02	Does the training program identify which curriculums are considered "core" and which are considered "specialty"?	142 Subpart B V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-03	Have all curriculums been reviewed to determine if the content meets the minimum requirements for that certificate rating or training requirement in accordance with the applicable GACARs requirements? and PTS/ACS document (if applicable)?	142 Subpart B V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-04	Does each curriculum include a statement of which requirements of part 61 would be, and would not be, satisfied by the curriculum?	142 Subpart B V4 C9 S6 & 142.39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-05	Does each curriculum contain a syllabus and courseware listing, and has that syllabus and courseware been approved by GACA PI?	142 Subpart B V4 C9 S6 (4.9.6.3) & 142.43(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-06	Does each curriculum contain the minimum requirements for flight training equipment used?	142.39(b) & 142.43(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-07	Does each curriculum contain the minimum qualifications for each instructor and evaluator designated to instruct/evaluate in the curriculum?	142 Subpart B & C & 142.43(c) V4 C9 S6 142.39(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-08	Does each curriculum contain within it an initial and continuing training curriculum for each instructor and evaluator designated to instruct/evaluate in the curriculum?	142 Subpart B 142.43(d) V4 C9 S6 142.39(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-09	For each curriculum using fewer than the minimum training hours prescribed in part 61/141, is there a means of demonstrating the ability to accomplish such training in the reduced hours and a means of tracking trainee performance after leaving the training center?	142 Subpart B V4 C9 S6 142.43(f) & 142.39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4-10	Does each curriculum contain Training in knowledge and skills related to human performance?	142.43(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSPECTION AREA 5 INSTRUCTOR AND EVALUATOR TRAINING AND QUALIFICATION			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the inspection.	GACAR Part-142 References	Yes	No	NA	
	<b>Training Centers Instructors</b>	142 Subpart C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-01	Do all instructors meet the qualification and training requirements of part 142 subpart C?	142 Subpart C, 142.53 & 142.55 V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-02	Has the training center designated in writing each instructor's authority to instruct in an approved course, prior to him or her instructing in that course?	142 subpart C 142.55(b) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-03	Prior to initial designation, did each instructor receive at least 8 hours of ground training in the subjects required?	142 Subpart C 142.55(c)(1) & 142.53(a)(2) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-04	Prior to initial designation, did each instructor satisfactorily complete a written examination on the required subjects?	142 Subpart C 1 42.55(c)(2) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-05	Was the initial instructor written test accepted as being equivalent in difficulty, complexity, and scope as the tests provided by the GACA for the "Flight Instructor-Airplane" and "Instrument Flight Instructor" knowledge tests?	142 Subpart C 142.55(c)(2)(ii) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-06	Prior to initial designation and within each 12 calendar months thereafter, has each instructor satisfactorily demonstrated to an authorized evaluator, instructional knowledge and proficiency in representative segments of each curriculum for which that instructor is designated to instruct?	142 Subpart C 142.59(a)(1) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-07	Prior to designation and within each 12 calendar months thereafter, has each instructor satisfactorily completed an approved course of ground instruction that includes the required subjects?	142 Subpart C 142.59(a)(2) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-08	Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs satisfactorily completed an approved course of flight simulator training that includes the required subjects?	142 Subpart C 142.59(a)(3) & (4) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-09	Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs satisfactorily completed an approved course of ground instruction, applicable to the training courses the instructor is designated to instruct?	142 Subpart C 142.59(a)(3) & (4) & 42.59(a)(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-10	Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs, or aircraft satisfactorily passed written tests on the subject matter and maneuvers pertaining to each curriculum the instructor is designated to instruct?	142 Subpart C 142.59(a)(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-11	Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs, or aircraft satisfactorily passed proficiency checks conducted by ASIs or TCEs in that equipment, on representative segments of each curriculum the instructor is designated to instruct?	142 Subpart C 142.59(a)(6) & 142.53(a)(7) V3 C54 S6 P3- 4354	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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5-12	Prior to designation and within each 12 calendar months thereafter, has each flight instructor who provides training in an aircraft satisfactorily completed an approved course of ground instruction and flight training in an aircraft, flight simulator, or flight training device that includes the required subjects?	142 Subpart C 142.59(a)(5) & 142.59(a)(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-13	Does the center hold deviation authority from the requirements of 142.53(b)?	142 Subpart C 142.5(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-14	If any instructor was given credit for training based upon completion of an instructor course under part 121, was granting of credit approved by the GACA?	142 subpart C 142.59(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-15	If any instructor was given credit for training based upon completion of an instructor course under part 121, did the course meet the requirements of part 142?	142 Subpart C 142.59(d) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-16	Has each instructor provided instruction or testing/checking in only those curriculums for which qualified?	142 Subpart C 142.57(a)&(b) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-17	Has any instructor conducted more than 8 hours of instruction in any 24 consecutive hour period (not including briefing and debriefing time)?	142 Subpart C 142.57(d)(1) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-18	Does each instructor who instructs in an aircraft in flight while occupying a required crewmember seat hold at least a valid second-class medical certificate?	142 Subpart C 142.57(d)(3)(iv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-19	Does each instructor who instructs an aircraft in flight while occupying the required crewmember seat meet the recency of experience requirements of part 61?	142 Subpart C 142.57(c)(3)(v)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-20	Does the Training Center have defined procedures to ensure management control of its instructors and evaluators through written procedures?	142 Subpart C 142.27(a)(7) V4 C9 4.9.5.9.(D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-21	Are any of the center's instructors or evaluators also approved as contract instructors/check airmen for their customers?	142 Subpart C V4 C9 S6 & (4.9.5.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-21-1	If so, is the center tracking their time for compliance with the 8-in-24-time limit requirements?	142 Subpart C 142.57(d)(1), 142.49 V4 S 2 & 5 4.9.5.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-21-2	If so, is the center tracking their proficiency training requirements?	142.57, 142.57(d) & 142.49 V4 S 2 & 5 (4.9.5.13.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Evaluator/Examiner</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-22	Has each evaluator been approved and designated by the GACA?	142 Subpart C 142.61(a)(1) & (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-23	Does each evaluator meet all the qualification requirements of an instructor in each curriculum in which evaluations will be given?	142 Subpart C 142.61(a)(2) V4 (4.9.2.1.) (a) VOLUME 14 C10 S1 (14.10.1.3.) B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-24	Unless otherwise authorized by the GACA, did each evaluator have at least 1 year of experience as an instructor, check airman, designated examiner, or evaluator in category/class/type prior to selection and 100 hrs. of simulator experience?	142 Subpart C V14 C10 S1 (14.10.1.3.) B & V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-25	If evaluating in an aircraft, did each evaluator have at least 100 hours of experience as PIC in type? (Initial Cadre Excepted)	142 Subpart C VOLUME 14 C10 S1 (14.10.1.3.) B(2)(c) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-26	Within the preceding 12 calendar months, has each evaluator completed a training program, developed and conducted that includes all required subjects?	142 Subpart C 142.61(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

5-27	Has each evaluator satisfactorily passed a written test and annual proficiency check developed and conducted by the GACA in a flight simulator or aircraft?	142 Subpart C 142.61(a)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-28	If any evaluator was given credit for training based upon completion of a check airman course under part 121, did the training meet the requirements of part 142?	142 Subpart C 142.61(c) V4 C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-39	If the evaluator conducts evaluations for more than one air carrier, has he/she completed the training for each air carrier?	142 Subpart C V4 (4.9.5.13.) (E), & C9 S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-30	Have all evaluators been issued a Certificate of Designation, a Certificate of Authority (LOA) stating make/model/series of simulator (and aircraft if applicable), and the specific tests and checks authorized?	142 Subpart C 142.61(a)(1) V4 (4.9.5.13.) (E), 183.13, 183.31 & 142.57 V14(14.1.1.7)(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-31	Do any of the center's evaluators have approval to conduct testing or checking in more than two aircraft types?	142 Subpart C V14 (14.10.1.3.) C(8)(f) & (14.1.1.9.) D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 6 FACILITIES			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a review of the courseware used by the Training Center in conducting its approved curriculums/courses. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
6-01	Is each room, training area, or other space used for instruction heated (air conditioned), lighted, and ventilated so as to conform to local codes?	142.15(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-02	Are facilities used for instruction free from significant distractions?	142.15(a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-03	Is the training center's principal business office physically located at the address shown on its certificate?	142.15(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-04	Do the facilities at all satellite and/or remote training sites meet the requirements of 6-01 and 6- 02 above?	142.15(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-05	Do the facilities, equipment, personnel, and course content of the satellite training center(s) meet the applicable requirements of part 142?	142.17(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6-06	Was the GACA notified at least 60 days prior to commencement of operations at any satellite training center(s)?	142.17(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 7 FLIGHT TRAINING EQUIPMENT			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
7-01	Does the Training Center have available exclusively, for adequate periods of time and at a location approved by the GACA, adequate flight training equipment, including at least one flight simulator or advanced training device (Level 6 or 7 Flight Training Device)?	142 Subpart C 142.1(b), (c) & (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-02	Has each flight training device or simulator been approved for each maneuver and procedure for the make/model/type?	142.65(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-03	Has each level 4 through 7 flight training device and each level A through D flight simulator been issued a Statement of Qualification by GACA?	142.1 (a, b, c), 142.11, 142.11(d(2)), 142.15, 142.65(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-04	Has level 4 through 7 flight training device and each level A through D flight simulator been approved for each curriculum or training course by identifying it correctly in the training specifications?	142.65(a)(2), 142.1 (a, b, c), 142.11, 142.11(d(2)), 142.15 & 142.65(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-05	Is each flight training device or simulator maintained to ensure reliability of the performances, functions, and all other characteristics that were required for qualification?	142.65(c)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-06	Has each flight training device or simulator been updated to conform with any modification to the aircraft being simulated, if such modification changes the performance, function or characteristics required for qualification?	142.65(c)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-07	Is each flight training device and simulator given a functional preflight check daily before use?	142.65(c)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-08	Is a discrepancy log kept for each flight training device and simulator?	142.65(c)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-09	Does the center provide written instructions to their staff on what to do in the event a required training device or portion of a device becomes inoperative?	142.65(c)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-10	Does the center have a policy for managing missing, malfunctioning, or inoperative (MMI) equipment?	142.65(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-11	Is each aircraft owned or leased by the training center, registered as a (HZ) or foreign civil aircraft?	142.63 (a(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-12	Does each aircraft used for flight instruction and solo flights have a GACA Standard Airworthiness Certificate or foreign equivalent that is acceptable to the GACA?	142.63 (a(1)),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-13	Is each aircraft used for flight instruction and solo flight maintained in accordance with an approved maintenance and inspection program?	142.63(a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-14	If foreign registered, is each aircraft used for flight instruction and solo flight maintained and inspected in accordance with the requirements of the state of registry?	142.63 (a(1))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-15	Is each aircraft used for flight training equipped to support the associated curriculum?	142.63(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-15-1	If not, has the Training Center developed an appropriate differences module?	142.63(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

		142.65.(B(2)) V4 4.9.5.11(B)				
7-16	Is each aircraft used for flight instruction a two-place aircraft with engine power and flight controls easily reached and operated in a conventional manner from both pilot stations?	142.65(b) and (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-17	Does the center use actual aircraft in any of its training curriculums?	142.63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7-17-1	If so, is the aircraft only approved for use to supplement the training, testing, or checking that cannot be accomplished in a simulator or advanced FTD?	142.63 V4 C9 S1 4.9.1.5., 4.9.2.3.(C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 8 RECORDS			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
8-01	Are all records maintained in adequate facilities, as described or referenced in the training specifications?	142 Subpart E 142.15(c), 142.91(d) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-02	Are all records for trainees maintained at the training center or satellite center where the training, testing, or checking occurred (or in another location in accordance with a properly issued deviation)?	142 Subpart E 142.91(d)(1) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-03	Are all records for instructors and evaluators maintained at the training center or satellite center, where the instructor or evaluator is primarily employed (or in another location in accordance with a properly issued deviation)?	142.91(d)(2) V4 C9 S6 V4 (4.9.6.13, V14(14.1.2.15))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04	Does the training center maintain a record for each trainee that includes all of the following items:	142.91(a)(1)- (7) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-1	Name of the trainee.	142.91(a)(1) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-2	A copy of the trainee's pilot certificate, if any, and medical certificate, if any.	142.91(a)(2) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-3	The name of the course and the make and model of flight training equipment used.	142.91(a)(3) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-4	The trainee's prerequisite experience and course time completed.	142.91(a)(4) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-5	The trainee's performance on each lesson and the name of the instructor providing instruction.	142.91(a)(5) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-6	The date and result of each end-of-course practical test and the name of the evaluator conducting the test.	142 Subpart E 142.91(a)(6) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-04-7	The number of hours of additional training that was accomplished after any unsatisfactory practical test.	142.91(a)(7) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-05	For training, testing, and checking conducted under an agreement with part 141 pilot school, has each student's training record been forwarded to the training center and included in the permanent training record?	142.25(d) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-06	Are the trainee records maintained for at least 2 years following the completion of training, testing, or checking?	142.91(c)(1) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-07	Does the training center provide the trainee with a copy of his/her training records when requested?	142.91(e) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-08	Does the training center continuously maintain initial training and recurrent qualification records for all instructors and evaluators currently employed?	142.91(c)(2) & (3) V4 C9 S6 V4 (4.9.6.13 & V14(14.1.2.15.))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-09	Does the training center maintain initial training and qualification records for all instructors and evaluators at least 2 years after termination of employment?	142.91(c)(2) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-10	Does the training center maintain records for at least 2 years that document the results of the instructor's recurrent observations and proficiency check?	142.91(c)(2) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

8-11	Do the records of each instructor and evaluator indicate compliance with the requirements of part 142, sections 142.13, 142.45, 142.47, 142.49, and 142.53, as applicable?	142.91(b) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-12	Does the Training Center have approval for an electronic recordkeeping system?	142.93 V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13	If yes, Does the electronic recordkeeping system comply with paragraphs (c) through (e) of GACA 142.93 as follows:	142.93(b) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-1	Storage and Retrieval. A computer hardware and software system must have the capability to store and retrieve the records. The system must be capable of producing paper copies of the viewed information at the request of a GACA or SAAIB authorized representative.	142.93 (c) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-2	Security. Any electronic recordkeeping system must—	142.93 (d) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-2-1	Ensure that records are retained for the retention periods prescribed in this part.	142.93 (d)(1) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-2-2	Protect confidential information.	142.93(d)(2) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-2-3	Ensure that the information is not altered in an unauthorized way.	142.93(d)(3) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-2-4	Have a corresponding policy and management structure to support the computer hardware and computer software that delivers the information.	142.93(d)(4) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3	Procedures. Before employing an electronic recordkeeping system, a certificate holder must incorporate electronic recordkeeping procedures into its manual to include the following:	142.93(e) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-1	(1) Procedures for making required records available to authorized AIB personnel and GACA Inspectors. If the computer hardware and software system is not compatible with the GACA and AIB systems, the certificate holder must provide an employee or representative with assistance in accessing the necessary computerized information.	142.93(e)(1) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-2	(2) Procedures for reviewing the computerized personal identification codes system to ensure that the system will not permit password duplication.	142.93(e)(2) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-3	Procedures for auditing the computer system every 60 days to ensure the integrity of the system. A record of the audit must be completed and retained on file as part of the operator's record retention requirements. This audit may be a computer program that automatically audits itself.	142.93(e)(3) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-4	Audit procedures to ensure the integrity of each computerized workstation unless the workstations are server-based and contain no inherent attributes that enable or disable access.	142.93(e)(4) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-5	Procedures describing how the certificate holder will ensure that the electronic records are transmitted in accordance with the appropriate regulatory requirements.	142.93(e)(5) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-6	A description of the training procedure and requirements necessary to authorize access to the computer hardware and software system.	142.93(e)(6) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-13-3-7	For electronic record keeping systems employing digital or electronic signatures, guidelines for authorized representatives of the certificate holder to use electronic signatures and to have access to the appropriate records.	142.93(e)(7) V4 C9 S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 9 TRAINING OPERATIONS			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the inspection.	GACAR Part-142 References	Yes	No	NA	
9-01	Is the training center conducting any training, testing, or checking in flight simulation training devices without, or in violation of their training specifications?	142.1(b)(c), 142.3 & 142.5(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-02	Is all training, testing, and checking being provided under agreement by a part 141 pilot school approved and conducted in accordance with part 142?	1 142.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-03	During observation of training, testing, or checking, were all of the flight training components operative?	142.65(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-03-1	If not, was each device restricted in accordance with the certificate holder's SCIG/MMI procedures?	142.65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-04	During observation of testing or checking in a flight training device or simulator, was the "Freeze," "slow motion," or "repositioning" feature used?	142.79(a)(1)&(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-05	During observation of evaluation or line-oriented flight training, was the "repositioning" feature used other than to only advance along a flight route to the point where the descent and approach phase began?	142. 79(a)(2) & 142.65(a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-06	During observation of flight testing, checking, or line operational simulation, was each crewmember position occupied by either: --A crewmember qualified in the aircraft category, class, and type (if applicable) who was giving instruction, or --A student in the same specific course	142. 79(b) & 142.57e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-07	During observation of training (either ground or flight) of either students or instructors, was the training being conducted in accordance with the approved program and applicable curriculums, using approved courseware?	142 Subpart B V4 (4.9.5.9.) (B) & (d)(3-5))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-08	Was any trainee recommended for a certificate or rating without having satisfactorily completed the approved course?	142.79 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-09	Was any trainee recommended for a certificate or rating without having passed the final tests?	142.79 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-10	Has any student graduated from a course without satisfactorily completing the curriculum requirements of that course?	142.79 (c) & (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-11	Does the training center ensure only approved checklists are used during training, testing, and checking?	V4 C9 S5 4.9.5.7.(a(2D))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-12	Does the center permit the use of a customer-provided checklist during training, testing, and/or checking?	V4 4.9.5.11.(F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-13	Is each core curriculum supported by an advanced flight training device or a full flight simulator appropriate to the aircraft type, model, and series?	142.43 (b), 142.65, 142.1(c) & 142.65(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-14	Does the training center explain the proper use of the simulator's freeze, slow motion, repositioning features during training, testing, or checking?	142.79(a) V4 (4.9.6.9.) (L)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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9-15	Does the center operate actual aircraft as part of the training program?	142.63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-15-1	If so, do the subject personnel hold appropriate GACA certificates and endorsements?	142.55(a)(3) & (5), 142.56, 142.56(a) & 142.57(d)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-15-2	If so, and if a simulator or training device was used to meet experience requirements, was its use part of an approved course?	142.57 d (3v), 142.77 V4 C9 S2 (4.9.2.3.) c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION AREA 10 QUALITY ASSURANCE AND QUALITY SYSTEM			Compliance with GACAR 142			Comment/ Finding
Item #	This inspection area encompasses a description of the management and administration of the training center. The following checklist items are provided for guidance and should be used during the Inspection.	GACAR Part-142 References	Yes	No	NA	
10-1	Does the Training Center (TC) have an approved Quality Assurance (QA) System?	142.29 & 142.11(b)(9) V4 C9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-2	Is the Quality manager approved by GACA?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-3	Is the Quality Manual approved by GACA?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-4	Dose the TC have qualified Auditor(s)?	14.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-5	Dose the TC develop a Quality Policy and Objectives?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Quality Assurance Program (QAP)</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-6	Is there procedure for QA program?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7	Dose the QAP covers at least the following required scope:	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-1	Management and Administration	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-2	Training Specifications and procedures	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-3	Courseware	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-4	Airman Training Programs	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-5	Instructor and Evaluator Training and Qualification	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-6	Facilities	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-7	Flight Training Equipment	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-8	Records including Manuals, Logs	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-9	Training Operations	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-10	Plans and objectives	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-11	FSTDs Maintenance/Operations interface	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-12	FSTDs Maintenance Programs	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-7-13	Duty Time Limitations, Rest Requirements, and Scheduling (if applicable)	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-8	Dose the Quality Assurance Program (QAP) include a defined audit schedule and a periodic review?;	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-8-1	and also, dose the published audit schedule are followed and implemented?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-9	Is the QAP cycle completed as per Scheduled?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

10-10	Were any unscheduled audits or inspections conducted for problem areas	14.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-11	Does the audit schedule completed during a specified calendar period, and all aspects of the operation have been reviewed within every period of 12 months in accordance with the Organization (TC) Quality Assurance program	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-12	Are there random/spot inspections conducted by QA either scheduled or nonscheduled?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-13	Are there any undesirable trends identified? If so, is there a follow up audits/inspections conducted to verify the implementation of corrective action?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-14	Dose the TC/QA have controlled documents and format for audit/inspection, reports, etc.?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-15	Is the finding(s), observation, etc. arise to the concerned manager?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-16	Does the manager concerned take his responsibility toward the raised finding and take the proper action to close it with the determined time?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-17	Are the quality procedures followed by QA and TC departments in regard to any non-compliance/finding(s) and corrective action(s)	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-18	Were any finding(s) not allocating an appropriate time frame for corrective action in relation to their seriousness?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Quality System</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-19	Is the feedback system functioning properly?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-20	Is The Accountable Manager in the loop?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-21	Specify a person to fix the non-compliance	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-22	Specify procedures followed if corrective action was not completed in time	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-23	Were the number of inspections and audits adequate to cover the scope of operations	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-24	Does the quality system adequately monitor the compliance with GACAR PART-142 requirements, its related EBOOK Volumes and the other applicable GACARs requirements?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-25	Does the quality system adequately monitor the compliance with the approved/accepted Training Center's manuals requirements, process and procedures?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-26	Were the number of inspections and audits adequate to cover the scope of operations?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Management Evaluation</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-27	Have the management evaluations/reviews of the quality system occurred at the documented time interval?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-28	Was the published format and structure of the management evaluation followed?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-29	Was the outcome of the management evaluation appropriate in determining the effectiveness of the management in achieving the quality objectives?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-30	Were any recommendations of the management evaluation submitted in writing to responsible?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<b>Training Requirements</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31	Have the person responsible for managing the quality system received initial quality training as follows:	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-1	An introduction to the concept of the Quality System	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-2	Quality management	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-3	The concept of Quality Assurance	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-4	Quality manuals	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-5	Audit techniques	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-6	Reporting and recording	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-31-7	The way in which the Quality System will function in the company	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-32	Was the quality training above conducted by recognized institution or conducted by appropriate qualified Instructor	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-33	Dose the Quality Manger and Auditor(s) receive the proper initial and re-current training?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-34	Does the auditor(s) receive appropriate training in relation to their function and duties?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-35	Have all Training Center personnel received well planned and effective quality briefings and/awareness training	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Responsibilities</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-36	Is there any evidence that accountable manager, quality manager, post holders, auditors are not carrying out their responsibilities as outlined in the quality manual and/or other approved/accepted manuals?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Quality Manager</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-37	Does the quality manager adequately monitor the procedures in place to ensure the quality of product (Training) and safe operations?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-38	Has the quality manager direct access to the accountable manger?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-39	Has the quality manager access to all organization systems/departments and as necessary any subcontractor(s)?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-40	Has the quality manager verified that responsible managers have taken corrective action on finding non-compliance within time limit set	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-41	Has the quality manager monitored the implementation and completion of the corrective actions?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-42	Has the quality manager provided management with an independent assessment on the corrective actions, implementation and completion?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-43	Has the quality manager evaluated the effectiveness of the corrective actions through the follow up process?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-44	Has the quality manger, in his opinion, received adequate funding for system implantation?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<b>Accountable Manger</b>	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-45	Has the accountable manager displayed commitment to quality policy?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-46	Has the accountable manager provided appropriate financial resources when required for the quality?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-47	Has the accountable manager fulfilled his responsibilities in accordance with the approved Training Center Manuals?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Quality System (QS) Records</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48	QS Records must be kept at least at least ((5) years) to include but not limited to the following:	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-1	Audit schedules	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-2	Quality inspection and Audit reports	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-3	Responses to findings	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-4	Corrective action reports	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-5	Follow-up and closure reports	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-48-6	Management Evaluation reports	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Summary for Quality Management System</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-49	Dose the QMS evaluate the organization performance and compliance with GACA requirements?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-50	Dose the QMS has an effective system, trends, analysis for Organization performance and compliance?	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51	The quality assurance system must address:	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-1	Conduct and effectiveness of all training programs	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-2	Compliance and adequacy of curriculums;	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-3	Conformity and security of the training center's recordkeeping system	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-4	Adequacy of facilities and equipment;	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-5	Qualifications, eligibility, and ability of instructors and evaluators;	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-6	Effectiveness of management, including delegation of authority and responsibility; and	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-51-7	Flight simulator training device (FSTD) and flight training device (FTD) functionality and training suitability.	142.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPROVED TRAINING ORGANIZATION AUDIT/INSPECTION CHECKLIST (JOB AID)

INSPECTION RESULT				
<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	

  

No.	Findings/Observations Description	Findings	Observations
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

  

No.	Aviation Safety Inspector Name(s)	Scope	Date (dd/mm/yy)	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				