

## ORGANIZATION AND INFRASTRUCTURE INSPECTION CHECKLIST

### GACAR PART-141

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

			Compliance		
1	Accountable/Executive Manager	GACAR – 141 Reference	YES	NO	NA
a.	The Accountable Manager will have overall responsibility and authority to ensure that there are all requirements of this part(s) (GACAR PART 141 and any other applicable GACARs and eBook Volumes) are met by the pilot school.	§ 141.49 (e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	6) The name, duties, and qualification of the person designated as the accountable executive and the management representative under GACAR Part 5;	§ 141.81 (a) (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
2	Chief Instructors (CI)	GACAR – 141 Reference	YES	NO	NA
a.	Is the Chief Instructors approved/accepted by GACA?	§ 141.49 § 141.51 V4 4.8.2.11 (a) 4.8.4.5. (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	A chief instructor must meet the appropriate experience requirements outlined in GACAR § 141.51.	4.8.4.7. (c) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Each chief instructor and assistant chief instructor assigned to a training course must complete, at least once every 12 months, an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course.	§ 141.43 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	The name and duties of each chief instructor and assistant chief instructor designated for the course is listed in the applicable Organization Training and Procedures Manual(s).	§ 141.81 (a) (6) & (7) V4 4.8.2.17 (C) (h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Each chief instructor, assistant chief instructor, check instructor, or instructor meets the qualifications specified in the holder's approved course of training and the appropriate requirements of GACAR 141.	§ 141.147 4.8.4.5. (A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	The Organization/Pilots School has adequate personnel including a chief instructor for each approved course of training who is qualified and competent to perform the duties to which an instructor is assigned.	§ 141.49 (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	The Organization/Pilot School certificate or for a provisional pilot school certificate must designate a chief instructor for each of the school's approved training courses, who must meet the requirements of GACAR § 141.51.	§ 141.49 (b) § 141.51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Chief Instructors is appointed and working in a full-time base.	§ 141.49 EBOOK V4 4.8.4.5. (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	A chief instructor designated for a pilot school is responsible, but not limited, for—	§ 141.53 (a) EBOOK V 44.8.4.11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Certifying each student's training record, graduation certificate, stage check and end-of course test reports, and recommendation for course completion considered eligible for a certificate or rating, unless the duties are delegated by the chief instructor to an assistant chief instructor or recommending qualified instructor;	§ 141.53 (a) (1) EBOOK V 44.8.4.11. (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Ensuring that each certificated flight instructor, certificated ground instructor, or commercial pilot with a lighter-than-air rating passes an initial proficiency check prior to that instructor being assigned instructing duties in the school's approved training course, and thereafter that the instructor passes a recurrent proficiency check every 12 months after the month in which the initial test was accomplished;	§ 141.53 (a) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(3)	Ensuring that each student accomplishes the required stage checks, progress and end-of-course tests in accordance with the school's approved training course; and	§ 141.53 (a) (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Maintaining training techniques, procedures, and standards for the school that are acceptable to the President.	§ 141.53(a) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	When giving a stage or final test, the chief instructor should make "student recommendations," as discussed in GACAR § 141.53, that are complete and definitive with respect to any additional training needed.	4.8.4.11. (a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	The chief instructor is responsible for conducting the stage checks and final tests for the particular course of training.	4.8.4.11. (a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	The chief instructor must continue to update and improve the courses of training for which the instructor is responsible whenever he becomes aware of deficiencies in the course or needed changes in training standards.	4.8.4.11. (a)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	Chief instructors should seek assistance and guidance from GACA Inspectors in the resolution of problems concerning their responsibilities.	4.8.4.11. (a)(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	The chief instructor or an assistant chief instructor must be available at the pilot school or, if away from the pilot school, be available by telephone, radio, or other electronic means during the time that training is given for an approved training course.	§ 141.53 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	The chief instructor may delegate authority for conducting stage checks, end-of-course tests, and flight instructor proficiency checks to the assistant chief instructor or a check instructor.	§ 141.53 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11)	Delegation of Responsibilities. The chief instructor may delegate duties to the assistant chief instructor or check instructor. (Check evidences, if applicable)	§ 141.53 4.8.4.11. (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12)	For Satellite Base, the instructors are under the direct supervision of the chief instructor or assistant chief instructor for the appropriate training course, who is readily available for consultation in accordance with GACAR § 141.53(b); and	§ 141.149 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13)	Satellite bases require that the chief instructor be "available" for consultation, which can be accomplished by telephone. This ensures that the chief instructor can provide necessary supervision and meet the responsibilities with respect to a school's main base of operation and its satellite base.	§ 141.53 4.8.4.11. (C) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14)	If the chief instructor is unavailable for consultation, training in relation to the chief instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated to the assistant chief instructor.	§ 141.53 4.8.4.11. (C) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15)	Except for the initial flight check of instructors and final stage check, all duties may be assigned to the assistant chief instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conduct of stage checks other than the final stage check.	§ 141.53 4.8.4.11. (C) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16)	Availability-Direct Supervision. The chief instructor is required to supervise non-certificated instructors directly (see GACAR § 141.145). The chief instructor for a particular course must be available when instruction in that course is given.	§ 141.53 4.8.4.11. (C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(17)	Pilot schools are permitted to use non-certificated ground instructors based on the ground instructor's specific teaching credentials and qualifications. GACAR § 141.145 requires that instruction by non-certificated ground instructors be given under the direct supervision of the chief instructor or the assistant chief instructor for the course.	§ 141.53 § 141.145 4.8.4.11. (C) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(18)	Certificated ground and flight instructors do not have to be as closely supervised as non- certificated ground instructors. The chief instructor or designated assistant chief instructor will be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.	§ 141.53 4.8.4.11. (C) (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Responsibility To Receive Annual Recurrent Training. At least once every 12 months, each chief instructor and assistant chief instructor must complete an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course (FIRC) (see GACAR § 141.143(c)). This training is not required to receive initial designation as the chief instructor or assistant chief instructor.	§ 141.53 4.8.4.11. (D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Authority to Examine. The pilot school may continue to train students under an approved course of training without a chief instructor for a period of 60 days. If the course of training has an assistant chief instructor approved by the GACA, training can continue beyond the 60-day limit;	4.8.4.13. (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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l.	If there is no assistant chief instructor when the school is without a chief instructor, each stage or final test of a student enrolled in that approved course of training must be given by a GACA Inspector (see Section 5 of this Chapter 8 of eBook V4);	4.8.4.13. (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m.	By referring to the approved training syllabus, the Inspector becomes familiar with the specific areas to be tested and with the completion standards for each stage of training being tested. The operator of the school must receive the results of the tests given by the Inspector for inclusion in the appropriate student files.	4.8.4.13. (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n.	Maintenance of Records. The holder of the school certificate is responsible for the maintenance of training records, the issuance of graduation certificates, and the general operation of the school during the transitional period resulting from any change of the chief instructor.	4.8.4.13. (C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o.	CI has an extensive knowledge of the regulatory requirements of GACAR Part 141, GACA policies, procedures and all other applicable GACARs and EBOOK Volumes.	EBOOK V4 4.8.4.7. (C) 4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.	CI has an extensive knowledge of the regulatory requirements of GACAR Part 141 and the other applicable GACA requirements that are listed in the Organization/Flight School manuals especially in Training and Procedures Manual(s).	4.8.4.7. (C) 4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q.	Has the CI adequate knowledge about, but not limited, the following:	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	• GACAR Parts 5, 61, 91, 141, and other appropriate regulations relating to the course of training	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	• The school's TCOs and/or special curriculums relating to the tested courses	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	• The school's prerequisites and enrollment procedures (GACAR § 141.151)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	• The school's training standards, objectives, completion standards, and graduation procedures	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	• Aerodromes and aircraft (GACAR §§ 141.61 and 141.63)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	• Simulators and other training devices (GACAR § 141.65)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	• The minimum qualifications and ratings for each instructor used for the particular course of training	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	• The safety procedures and practices of the school including their Safety Management System (SMS)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	• The chief instructor's duties and responsibilities (GACAR § 141.53)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	• The means by which the chief instructor will ensure standardized instruction (GACAR §§ 141.143, 141.145, 141.91, and 141.147)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r.	If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Notify the operator and confirm in writing, indicating the specific areas of deficiency.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Reschedule the test at the operator's request after the deficiencies have been corrected.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s.	CI has an extensive knowledge about his/her duties, responsibilities, privileges, limitations, etc. in accordance with Organization/Flight School approved/accepted manuals, GACAR PART 141, other applicable GACARs, eBook Volumes, and other applicable GACA Requirements.	§ 141.53 4.8.4.11. (D) 4.8.4.7. (C) 4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t.	Dose the CI carry-out his duties and responsibilities in accordance with the Organization/Flight School approved/accepted manuals, GACAR PART 141 and other applicable GACA requirements.	§ 141.81 (a) (7) § 141.53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
3	Assistant Chief Instructors (ACI)	GACAR – 141 Reference	YES	NO	NA
a.	Approved/Accepted by GACA	§ 141.49 (a) (c) V4 4.8.4.7. (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	ACI Meets the applicable qualifications, experience and requirements of the eligibility for designation as an assistant chief instructor in accordance with GACAR PART-141 requirements.	§ 141.57 V4 4.8.4.7. (B) & (C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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c.	Standardization of Assistant Chief Instructors. For the purposes of this task to request and designate the assistant position must be accomplished in the same manner as for the chief instructor.	V4 (C (2))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	If the pilot school has or seeks examining authority with respect to a course of training, each assistant chief instructor authorized to administer tests or checks pursuant to that course of training, as a result of the successful completion of which a student may be recommended for a certificate under GACAR § 141.123, must be designated by the President under GACAR Part 183.	§ 141.57 (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	The school must ensure that each chief instructor, assistant chief instructor, and check instructor authorized to administer tests or checks, as a result of the successful completion of which a student may be recommended for a certificate under GACAR § 141.123, has been designated by the President under GACAR Part 183.	§ 141.121 (a) (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	In accordance with GACAR PART 141, to be eligible for designation as an assistant chief instructor for a ground school course, a person must have at least 6 months of experience as a ground school instructor at a certificated pilot school.	§ 141.57 (e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	A description of the duties and qualifications of the chief instructor and assistant chief instructor (if applicable), are listed in the Organization/Flight School Operations or Quality Manual	§ 141.81 (7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Each chief instructor and assistant chief instructor assigned to a training course must complete, at least once every 12 months, an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course (FIRC).	§ 141.143 (c) 4.8.4.11. (D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Each certificated flight instructor or commercial pilot with a lighter-than-air rating who is assigned to a flight-training course must satisfactorily complete the following tasks, which must be administered by the school's chief instructor, assistant chief instructor, or check instructor:	§ 141.143 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	(1) Prior to receiving authorization to train students in a flight-training course—	§ 141.143 (d) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i)	(i) Accomplish a review of and receive a briefing on the objectives and standards of that training course and	§ 141.143 (d) (1) (i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	(ii) Accomplish an initial proficiency check in each make and model of aircraft used in that training course in which that person provides training.	§ 141.143(d) (1) (ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Every 12 months after the month in which the person last complied with the requirements of paragraph (d)(1)(ii) of this section, accomplish a recurrent proficiency check in one of the aircraft in which the person trains students.	§ 141.143 (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	An assistant chief instructor is designated for each satellite base, and that assistant chief instructor is available at that base or, if away from the premises, by telephone, radio, or other electronic means during the time that training is provided for an approved training course;	§ 141.149 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	The chief instructor or an assistant chief instructor must be available at the pilot school or, if away from the pilot school, be available by telephone, radio, or other electronic means during the time that training is given for an approved training course.	§ 141.53 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l.	The chief instructor may delegate authority for conducting stage checks, end-of-course tests, and flight instructor proficiency checks to the assistant chief instructor or a check instructor.	§ 141.53 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m.	Has or had the ACI been delegated duties of the Chief Instructor or check instructor other than those mentioned above	V4 4.8.4.11.(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n.	Availability-Direct Supervision. Pilot schools are permitted to use non-certificated ground instructors based on the ground instructor's specific teaching credentials and qualifications. GACAR § 141.145 requires that instruction by non-certificated ground instructors be given under the direct supervision of the chief instructor or the assistant chief instructor for the course.	EBOOK V4 4.8.4.11.(C)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o.	Certificated ground and flight instructors do not have to be as closely supervised as non- certificated ground instructors. The chief instructor or designated assistant chief instructor will be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.	EBOOK V4 4.8.4.11.(C)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.	Satellite bases require that the chief instructor be "available" for consultation,	EBOOK V4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	which can be accomplished by telephone. If the chief instructor is unavailable for consultation, training in relation to the chief instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated to the assistant chief instructor.	4.8.4.11.(C)(4)			
q.	Satellite base, Except for the initial flight check of instructors and final stage check, all duties may be assigned to the assistant chief instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conduct of stage checks other than the final stage check.	EBOOK V4 4.8.4.11.(C)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r.	Assistant Chief Instructor Responsibilities. The assistant chief instructor's and chief instructor's responsibilities may be similar, provided the chief instructor has delegated such duties and responsibilities to the assistant chief instructor. Any time the chief instructor delegates the duties, that delegation should be in writing, citing the specific duties delegated, to whom, and for what time period.	EBOOK V4 4.8.4.11.(E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s.	Part of CHANGE OF CHIEF INSTRUCTOR Procedures: For a period not to exceed 60 days, have the stage checks and end-of-course tests administered by: • The training course's assistant chief instructor, if designated, or • A GACA Inspector,	EBOOK V4 4.8.4.13 (A) (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t.	After 60 days without a chief instructor, a pilot school or provisional pilot school, as appropriate, must cease instruction in that training course or in all the training courses if just one chief instructor is designated for that entire school. Whether a school must surrender its pilot school certificate and permanently shut down depends on whether the school has a qualified and assigned assistant chief instructor who can competently perform the duties of the chief instructor in the interim and whether the school can present a plan for employing a qualified chief instructor in a reasonable amount of time.	EBOOK V4 4.8.4.13 (A) (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u.	B. Authority to Examine. The pilot school may continue to train students under an approved course of training without a chief instructor for a period of 60 days. If the course of training has an assistant chief instructor approved by the GACA, training can continue beyond the 60-day limit; however, at the time of Pilot School Certificate renewal, no TCO may be renewed without a qualified and approved chief instructor.	EBOOK V4 4.8.4.13 (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v.	For adding a course or changing the chief instructor or assistant chief instructor, conduct the practical test for only the affected course.	EBOOK V4 4.8.4.19 (A)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w.	Has the ACI adequate knowledge about, but not limited, the following:	4.8.4.17. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	• GACAR Parts 5, 61, 91, 141, and other appropriate regulations relating to the course of training	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	• The school's TCOs and/or special curriculums relating to the tested courses	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	• The school's prerequisites and enrollment procedures (GACAR § 141.151)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	• The school's training standards, objectives, completion standards, and graduation procedures	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	• Aerodromes and aircraft (GACAR §§ 141.61 and 141.63)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	• Simulators and other training devices (GACAR § 141.65)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	• The minimum qualifications and ratings for each instructor used for the particular course of training	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8)	• The safety procedures and practices of the school including their Safety Management System (SMS)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	• The chief instructor's duties and responsibilities (GACAR § 141.53)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	• The means by which the chief instructor will ensure standardized instruction (GACAR §§ 141.143, 141.145, 141.91, and 141.147)	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x.	If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Notify the operator and confirm in writing, indicating the specific areas of deficiency.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Reschedule the test at the operator's request after the deficiencies have been corrected.	4.8.4.19. (K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance



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4	Check Instructors (CI)	GACAR – 141 Reference	YES	NO	NA
a.	D. Check Instructors. A school may designate a person to be a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks in accordance with GACAR § 141.59.	§ 141.59 4.8.4.5. (D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	To be designated as a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks under this part, a person must meet the following eligibility requirements of § 141.59	§ 141.59 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	A person who meets the eligibility requirements in paragraph (a) of this section must—	§ 141.59 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Be designated, in writing, by the chief instructor to conduct student stage checks, end-of course tests, and instructor proficiency checks and	§ 141.59 (b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Be approved by the President.	§ 141.59 (b) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	A check instructor may not conduct a stage check or an end-of-course test of any student for whom the check instructor has—	§ 141.59 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Served as the principal instructor or	§ 141.59 (c) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Recommended for a stage check or end-of-course test.	§ 141.59 (c) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
5	Organization Management Structure	GACAR – 141 Reference	YES	NO	NA
a.	Certificate and Operations Specifications Required. Except for ultralight vehicle operator schools, no person may operate a pilot school without, or in violation of, a pilot school certificate or provisional pilot school certificate and operations specifications issued under GACAR Part 141.	§ 141.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Pilots School Ratings. Pilot's School Certificate and Operations Specifications include all Ratings and Certification training Courses that are approved by GACA. (Check Ratings against the Flight School Certificate and Operations Specifications).	§ 141.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Examining Authority. The President issues examining authority to a pilot school holding a certificate issued under GACAR § 141.5 with respect to a training course if the pilot school and the training course meet the requirements of Subpart F of GACAR Part 141.	§ 141.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Duration of Certificate. The holder of a pilot school certificate or a provisional pilot school certificate issued under this part may not exercise the privileges of that certificate after it expires.	§ 141.15 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Examining. An examining authority issued to the holder of a pilot school certificate expires on the date that the pilot school certificate expires, or is surrendered, suspended, or revoked.	§ 141.15 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Certificate Holder's Duty to Maintain Operations Specifications. Each certificate holder must maintain a complete and separate set of its operations specifications at its principal operations base.	§ 141.21 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Each certificate holder must insert pertinent excerpts of, or references to, its operations specifications into its manual and must—	§ 141.21 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Clearly identify each such excerpt as a part of its operations specifications and	§ 141.21 (b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	State that compliance with the operations specifications is mandatory.	§ 141.21 (b)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Each certificate holder must keep each of its employees and other persons used in its operations informed of the provisions of its operations specifications that apply to that employee's or person's duties and responsibilities.	§ 141.21 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Contents of Operations Specifications. Each certificate holder must obtain operations specifications containing all of the following:	§ 141.23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	The specific location of the certificate holder's principal operations base and, if different, the address that will serve as the primary point of contact for correspondence between the GACA and the certificate holder;	§ 141.23 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	The type of aircraft, registration markings, and serial numbers of each aircraft	§ 141.23(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ORGANIZATION AND INFRASTRUCTURE INSPECTION CHECKLIST

### GACAR PART-141

	used for flight training;				
(3)	The flight training programs offered by the certificate holder;	§ 141.23(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	The authorizations, limitations, and certain procedures under which each flight training program is to be conducted;	§ 141.23 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Any other item the President determines is necessary.	§ 141.23 (e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Amending Operations Specifications. Did the Certificate Holder apply for an amendment to its operations specifications?	§ 141.25 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	if yes, check the applicable procedures in accordance with GACAR-141 and eBook V15 CHP 7	§ 141.25 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l.	Did the president suspend or revoke the Organization Certificate and Operations specifications issued under Part 141 in accordance with GACAR 141 and the applicable procedure in GACAR § 13.19 ?	§ 141.25 (a) & (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m.	if yes, when a certificate holder seeks reconsideration of a decision from the President concerning suspension, revocation, or amendment of a certificate, the procedures in GACAR Part 13 apply.	§ 141.25 (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n.	Display of Certificate. (a) Each holder of a pilot school certificate or a provisional pilot school certificate must display that certificate in a place in the school that is normally accessible to the public and is not obscured.	§ 141.27 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o.	A certificate must be made available for inspection upon request by—	§ 141.27 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	(1) The President,	§ 141.27 (b) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	(2) An authorized representative of the Aviation Investigation Bureau (AIB), or	§ 141.27 (b) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	(3) Any law enforcement agency in the Kingdom of Saudi Arabia.	§ 141.27 (b) (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.	Inspections. Each holder of a certificate issued under this part must allow the President to inspect its personnel, facilities, equipment, and records to determine the certificate holder's compliance with the GACAR.	§ 141.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q.	Advertising Limitations. The holder of a pilot school certificate or a provisional pilot school certificate may not make any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that school.	§ 141.31 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r.	Business Office and Operations Base. Each holder of a pilot school certificate or a provisional pilot school certificate must maintain a principal business office with a mailing address in the business name shown on its certificate.	§ 141.33 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s.	The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the school.	§ 141.33 (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t.	The principal business office may not be shared with, or used by, another pilot school.	§ 141.33 (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u.	Each holder of a pilot school certificate or a provisional pilot school certificate must maintain at least one operations base which may be at the same location as its principal business office.	§ 141.33 (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v.	Before changing the location of the principal business office or the principal operations base, each certificate holder must notify the President of the new location, and the notice must be—	§ 141.33 (e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Submitted in writing at least 30 working days before the change of location and	§ 141.33 (e) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Accompanied by any amendments needed for the certificate holder's approved training course outline	§ 141.33 (e) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w.	A certificate holder may conduct training at the operations base other than its principal operations base in accordance with GACAR § 141.149.	§ 141.33 (f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x.	The details of the management structure, Qualifications, experience, duties and responsibilities are included in the Organization/Flight School Operations and Training manual or at least in Quality manual if accepted by GACA.	§ 141.81(6) & (7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y.	The management structure and responsibilities shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	§ 141.49(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z.	Organization must have adequate personnel, including certificated flight instructors, certificated ground instructors, or holders of a commercial pilot certificate with a lighter than- air rating, and a chief instructor for each approved course of training who is qualified and competent to perform the duties to which	§ 141.49(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	that instructor is assigned.				
aa.	If the applicant is to employ dispatchers, aircraft handlers, and line and service personnel, then it must instruct those persons in the procedures and responsibilities of their employment.	§ 141.49(a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb.	The name, duties, and qualification of the person designated as the accountable executive and the management representative under GACAR Part 5;	§ 141.81 (a) (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cc.	The Organization/Pilots School has adequate personnel including a chief instructor for each approved course of training who is qualified and competent to perform the duties to which that instructor is assigned. (repeated)	§ 141.49 (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
6	Quality Management System (Quality Assurance)	GACAR – 141 Reference	YES	NO	NA
a.	Refer to the Quality Management System (Quality Assurance) inspection checklist	§ 141 Subpart D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
7	Safety Management System	GACAR – 141 Reference	YES	NO	NA
a.	Refer to the Safety Management System inspection checklist	§ 141.19 GACAR 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks

Inspection Result
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

No.	Inspector Name	Signature	Date (dd/mm/yy)