

CHECKLIST-PILOT SCHOOL OPERATIONS MANUAL STRUCTURE EVALUATION

GACAR PART – 141

PILOT SCHOOL DETAILS		
Pilot School/Organization Name		
Pilot School Representative	Name	Contact Number
	Position	E-Mail

No.	GACAR PART-141 Requirements	OPS Manual Reference	Compliance	
			YES	NO
CHAPTER 1. GENERAL				
1.1	Preamble relating to the use and applicability of the manual.		<input type="checkbox"/>	<input type="checkbox"/>
1.2	Table of contents.		<input type="checkbox"/>	<input type="checkbox"/>
1.3	Amendment, revision and distribution of the manual:		<input type="checkbox"/>	<input type="checkbox"/>
a	procedures for amendment;		<input type="checkbox"/>	<input type="checkbox"/>
b	record of amendments page;		<input type="checkbox"/>	<input type="checkbox"/>
c	distribution list; and		<input type="checkbox"/>	<input type="checkbox"/>
d	list of effective pages.		<input type="checkbox"/>	<input type="checkbox"/>
1.4	Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.		<input type="checkbox"/>	<input type="checkbox"/>
1.5	Description of the structure and layout of the manual, including:		<input type="checkbox"/>	<input type="checkbox"/>
a	the various parts and sections, as well as their contents and use; and		<input type="checkbox"/>	<input type="checkbox"/>
b	the paragraph numbering system.		<input type="checkbox"/>	<input type="checkbox"/>
1.6	Description of the scope of training authorized under the organization's terms of approval.		<input type="checkbox"/>	<input type="checkbox"/>
1.7	Organization (chart of the ATO's management organization and the names of the post holders.		<input type="checkbox"/>	<input type="checkbox"/>
1.8	Qualifications, responsibilities, and succession of command of management and key operational personnel, including but not limited to:		<input type="checkbox"/>	<input type="checkbox"/>
a	Accountable executive;		<input type="checkbox"/>	<input type="checkbox"/>
b	Head of training;		<input type="checkbox"/>	<input type="checkbox"/>
c	Instructional services manager or chief ground instructor;		<input type="checkbox"/>	<input type="checkbox"/>
d	Chief flight instructor, if applicable		<input type="checkbox"/>	<input type="checkbox"/>
e	Quality manager;		<input type="checkbox"/>	<input type="checkbox"/>
f	Maintenance manager, if applicable;		<input type="checkbox"/>	<input type="checkbox"/>
g	Safety manager, if applicable;		<input type="checkbox"/>	<input type="checkbox"/>
h	Instructors; and		<input type="checkbox"/>	<input type="checkbox"/>
i	Examiners, evaluators and auditors.		<input type="checkbox"/>	<input type="checkbox"/>
1.9	Policies dealing with:		<input type="checkbox"/>	<input type="checkbox"/>
a	The training organization's objectives, including ethics and values;		<input type="checkbox"/>	<input type="checkbox"/>
b	The selection of Pilot School personnel and the maintenance of their qualifications;		<input type="checkbox"/>	<input type="checkbox"/>
c	The training program design and development, including the need for program validation and review as well as the outsourcing of training program development to third-party providers.;		<input type="checkbox"/>	<input type="checkbox"/>
d	The evaluation, selection and maintenance of training material and devices;		<input type="checkbox"/>	<input type="checkbox"/>
e	The maintenance of the training facilities and equipment;		<input type="checkbox"/>	<input type="checkbox"/>

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f	The development and maintenance of a quality system governance model; and		<input type="checkbox"/>	<input type="checkbox"/>
g	the development and maintenance of a culture focused on safety in the workplace, including, when applicable, implementation of a safety management system governance model		<input type="checkbox"/>	<input type="checkbox"/>
1.10	Description of the facilities and equipment available, including:		<input type="checkbox"/>	<input type="checkbox"/>
a	General-use facilities, including offices, stores and archives, and library or reference areas);		<input type="checkbox"/>	<input type="checkbox"/>
b	The number and size of classrooms, including installed equipment; and		<input type="checkbox"/>	<input type="checkbox"/>
c	The type and number of training devices, including their location if other than at the main training site.		<input type="checkbox"/>	<input type="checkbox"/>
d	Aircraft and/FSTD maintenance facility		<input type="checkbox"/>	<input type="checkbox"/>
e	Computer-based classrooms		<input type="checkbox"/>	<input type="checkbox"/>
f	Dispatch control		<input type="checkbox"/>	<input type="checkbox"/>
g	Briefing rooms or areas		<input type="checkbox"/>	<input type="checkbox"/>
h	Duty time limitations for Examiner/Evaluator, Instructor (number of hours/sessions, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
i	Notification of change to the Organization and/or GACA		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 2. STAFF TRAINING				
a	Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.		<input type="checkbox"/>	<input type="checkbox"/>
b	Appointments of persons responsible for standards/competence of flying staff		<input type="checkbox"/>	<input type="checkbox"/>
c	Initial training		<input type="checkbox"/>	<input type="checkbox"/>
d	Refresher and recurrent training		<input type="checkbox"/>	<input type="checkbox"/>
e	Details of the initial and recurrent training program for all personnel as required by GACA PART-141, including awareness training with respect to their responsibilities within the Pilot School's system governance processes (details on QMS and SMS respectively)		<input type="checkbox"/>	<input type="checkbox"/>
f	Standardization's training		<input type="checkbox"/>	<input type="checkbox"/>
g	Proficiency checks, Procedures for proficiency checks and upgrade training.		<input type="checkbox"/>	<input type="checkbox"/>
h	Upgrading training		<input type="checkbox"/>	<input type="checkbox"/>
i	Staff standards evaluation		<input type="checkbox"/>	<input type="checkbox"/>
j	Details of the procedures to validate the qualifications and determine the competency of instructional personnel as required by GACA PART-141		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 3. AIRCRAFT OPERATING AND TECHNICAL INFORMATION				
a	Aircraft general descriptive notes;		<input type="checkbox"/>	<input type="checkbox"/>
b	Aircraft certificate, Qualifications, and specifications		<input type="checkbox"/>	<input type="checkbox"/>
c	Certification and operating limitations.		<input type="checkbox"/>	<input type="checkbox"/>
d	Certification process and procedure		<input type="checkbox"/>	<input type="checkbox"/>
e	Aircraft handling, including:		<input type="checkbox"/>	<input type="checkbox"/>
i.	Performance limitations;		<input type="checkbox"/>	<input type="checkbox"/>
ii.	Use of checklists;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	Standard Operating Procedures;		<input type="checkbox"/>	<input type="checkbox"/>
iv.	Aircraft maintenance procedures.		<input type="checkbox"/>	<input type="checkbox"/>
f	Instructions for aircraft loading and securing of load		<input type="checkbox"/>	<input type="checkbox"/>
g	Fueling procedures		<input type="checkbox"/>	<input type="checkbox"/>
h	Emergency procedures;		<input type="checkbox"/>	<input type="checkbox"/>
i	Aircraft Flight Manual		<input type="checkbox"/>	<input type="checkbox"/>

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j	Aircraft checklists		<input type="checkbox"/>	<input type="checkbox"/>
k	Maintenance and technical logs		<input type="checkbox"/>	<input type="checkbox"/>
l	Radio and radio navigation aids.		<input type="checkbox"/>	<input type="checkbox"/>
m	Allowable deficiencies (based on MMEL, if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
n	Aircraft modification(s) and its procedure		<input type="checkbox"/>	<input type="checkbox"/>
o	List of Aircraft		<input type="checkbox"/>	<input type="checkbox"/>
p	Any other relevant requirements by GACA		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 4. FSTD OPERATING AND TECHNICAL INFORMATION				
a	FSTD descriptive notes;		<input type="checkbox"/>	<input type="checkbox"/>
b	FSTD certificate, Qualifications and specifications		<input type="checkbox"/>	<input type="checkbox"/>
c	Certification and operating limitations.		<input type="checkbox"/>	<input type="checkbox"/>
d	Certification process and procedure		<input type="checkbox"/>	<input type="checkbox"/>
e	Aircraft and/FSTD handling including:		<input type="checkbox"/>	<input type="checkbox"/>
i.	Performance limitations;		<input type="checkbox"/>	<input type="checkbox"/>
ii.	Use of checklists;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	Standard Operating Procedures;		<input type="checkbox"/>	<input type="checkbox"/>
iv.	FSTD maintenance procedures;		<input type="checkbox"/>	<input type="checkbox"/>
f	Emergency procedures		<input type="checkbox"/>	<input type="checkbox"/>
g	Qualification Test Guide (QTG)		<input type="checkbox"/>	<input type="checkbox"/>
h	FSTDs Manual(s)		<input type="checkbox"/>	<input type="checkbox"/>
i	FSTDs Checklists		<input type="checkbox"/>	<input type="checkbox"/>
J	Maintenance and technical logs		<input type="checkbox"/>	<input type="checkbox"/>
k	Radio and radio navigation aids		<input type="checkbox"/>	<input type="checkbox"/>
l	FSTD modification(s) and its procedure		<input type="checkbox"/>	<input type="checkbox"/>
m	List of FSTDs		<input type="checkbox"/>	<input type="checkbox"/>
n	Allowable deficiencies, if applicable		<input type="checkbox"/>	<input type="checkbox"/>
o	Any other requirements by GACA		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 5. RECORDS				
a	General description		<input type="checkbox"/>	<input type="checkbox"/>
b	Procedures regarding:		<input type="checkbox"/>	<input type="checkbox"/>
i.	attendance records;		<input type="checkbox"/>	<input type="checkbox"/>
ii.	student training records;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	staff training and qualification records;		<input type="checkbox"/>	<input type="checkbox"/>
iv.	persons responsible for checking records and student personal logs;		<input type="checkbox"/>	<input type="checkbox"/>
v.	Initial and recurrent training records		<input type="checkbox"/>	<input type="checkbox"/>
vi.	nature and frequency of record checks;		<input type="checkbox"/>	<input type="checkbox"/>
vii.	standardization of record entries;		<input type="checkbox"/>	<input type="checkbox"/>
viii.	personal log entries; and		<input type="checkbox"/>	<input type="checkbox"/>
ix.	security of records and documents.		<input type="checkbox"/>	<input type="checkbox"/>
c	Electronic Record keeping :		<input type="checkbox"/>	<input type="checkbox"/>
i.	GACA approval		<input type="checkbox"/>	<input type="checkbox"/>

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ii.	Procedure		<input type="checkbox"/>	<input type="checkbox"/>
iii.	Duration		<input type="checkbox"/>	<input type="checkbox"/>
iv.	Security		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 6. SAFETY MANAGEMENT SYSTEM (SMS) (If Applicable)				
a.	General description, with reference to the SMS Manual for details		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 7. QUALITY ASSURANCE (QA)				
a.	General description, with reference to the Quality Manual for details		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 8. FLIGHT TRAINING PLAN				
a.	Training curricula, reference to Training Manual or PART II, including:		<input type="checkbox"/>	<input type="checkbox"/>
i.	single-engine flights;		<input type="checkbox"/>	<input type="checkbox"/>
ii.	multi-engine flights;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	theoretical knowledge for flights; and		<input type="checkbox"/>	<input type="checkbox"/>
iv.	flight simulation training on FSTDs		<input type="checkbox"/>	<input type="checkbox"/>
b	The general arrangements of daily and weekly program for flying training, ground training and flight simulation training.		<input type="checkbox"/>	<input type="checkbox"/>
c	Training policies in terms of:		<input type="checkbox"/>	<input type="checkbox"/>
i.	weather constraints and information; if applicable		<input type="checkbox"/>	<input type="checkbox"/>
ii.	maximum student training times for flight, theoretical knowledge, and flight simulation training, per day/week/month;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	restrictions in respect of training periods for students;		<input type="checkbox"/>	<input type="checkbox"/>
iv.	duration of training flights at various stages;		<input type="checkbox"/>	<input type="checkbox"/>
v.	maximum individual student flying hours in any day or night period;		<input type="checkbox"/>	<input type="checkbox"/>
vi.	maximum number of individual student training flights in any day or night period; and		<input type="checkbox"/>	<input type="checkbox"/>
vii.	minimum rest periods between training periods.		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 9. ROUTES				
a.	Performance criteria, e.g., take-off, enroute and landing.		<input type="checkbox"/>	<input type="checkbox"/>
b.	Flight planning procedures including:		<input type="checkbox"/>	<input type="checkbox"/>
i.	fuel and oil requirements;		<input type="checkbox"/>	<input type="checkbox"/>
ii.	minimum safe altitudes;		<input type="checkbox"/>	<input type="checkbox"/>
iii.	planning for contingencies (e.g. emergency or diversion scenarios); and		<input type="checkbox"/>	<input type="checkbox"/>
iv.	navigation equipment.		<input type="checkbox"/>	<input type="checkbox"/>
c.	Weather minima for all instructional training flights during day, night, VFR and IFR operations.		<input type="checkbox"/>	<input type="checkbox"/>
d	Weather minima for all student training flights at various stages of training.		<input type="checkbox"/>	<input type="checkbox"/>
e	Training routes and practice areas.		<input type="checkbox"/>	<input type="checkbox"/>
CHAPTER 10. APPENDICES				
a	As Required:		<input type="checkbox"/>	<input type="checkbox"/>
b	sample progress test forms;		<input type="checkbox"/>	<input type="checkbox"/>
c	sample logs, test reports and records; and		<input type="checkbox"/>	<input type="checkbox"/>
d	a copy of the ATO's approval document.		<input type="checkbox"/>	<input type="checkbox"/>
e	Any required forms and documents		<input type="checkbox"/>	<input type="checkbox"/>

