

PILOT SCHOOL FACILITY INSPECTION (GENERAL GUIDE)

GACAR PART - 141

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

			Compliance		
1	Objectives	GACAR-141 Reference	YES	NO	NA
	The objective of this surveillance task is to determine whether a General Authority of Civil Aviation Regulation (GACAR) Part 141 pilot school continues to comply with the applicable regulations. Successful completion of this task results in an indication of a satisfactory or an unsatisfactory inspection.	12.11.1.3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
2	General	GACAR-141 Reference	YES	NO	NA
	The initiative for this task comes from the annual surveillance work program. Facility inspections are always conducted during the initial certification of a pilot school and at 24- month intervals during the certification renewal. They also may be conducted during spot checks initiated for quality control purposes. A facility inspection generally covers all areas pertinent to the certificate.	12.11.1.5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
3	Guidelines for conducting facility inspections	GACAR-141 Reference	YES	NO	NA
A	Coordination. When an aviation safety inspector (Inspector) (Airworthiness) cannot attend the facility inspection, the Inspector (Operations) should tailor the inspection to examine the aspects of the airworthiness aspects of the inspection. For example:	12.11.1.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	The Inspector should be prepared to examine any available aircraft.	12.11.1.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Inspector (Operations) should coordinate with the principal inspector (PI) to ensure follow-up inspections of any items outside of the Operations Inspector's expertise.	12.11.1.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Presence of Chief Instructors and Other Instructors During an Inspection. Spot check the knowledge and skill of the instructors that a school uses. Spot checks of instructors are necessary to verify continuing compliance and to ensure that the chief instructors are fulfilling their responsibilities in standardizing instruction.	12.11.1.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Discrepancies Between General Authority of Civil Aviation (GACA) Files and Operator Files. When a discrepancy is found between GACA records kept on the operator and records maintained by the operator, the Inspector determines which set of records is current, approved, and correct. The outdated records must be brought up to date. For example, if the operator's records indicate a change in address of the base of operations that the GACA was not aware of, the GACA records should be revised to reflect the correct address.	12.11.1.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
4	Prerequisites and coordination requirements	GACAR-141 Reference	YES	NO	NA
a	Prerequisites. This task requires: <ul style="list-style-type: none"> Knowledge of the regulatory requirements of GACAR Part 141 and GACA policies 	12.11.1.9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
5	References, forms and job aids	GACAR-141	YES	NO	NA

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		Reference			
A	References. GACAR Parts 1,61, 91 and 141	12.11.1.11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Forms. GAR	12.11.1.11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Job Aids. <ul style="list-style-type: none"> Letter Informing School of Facility Inspection Letter Confirming Results of Inspection Facility Inspection Job Aid 	12.11.1.11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
6	Procedures	GACAR-141 Reference	YES	NO	NA
A	Conduct Pre-Inspection Activities	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1)	Determine the need for the inspection.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a)	Is the inspection scheduled on the annual surveillance plan?	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Is the inspection the result of complaints?	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Determine if the inspection is to be conducted with or without notice to the school.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a)	If the inspection is to be conducted with notice to the school, notify the school in writing of the day, time, and nature of the inspection	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	If the inspection is to be conducted without notice to the school, schedule the day and time.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Review the office file for complaints, previous enforcement history, accident/incident history, previous facility inspections and surveillance reports.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Open the GAR	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Conduct Facility Inspection	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1)	Determine if the following documents are current, complete, and accurate (during a renewal inspection a sampling may be sufficient):	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> School certificate (GACAR § 141.27) 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> List of approved courses 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Facility use agreement 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Type of advertisement 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Chief/Assistant Instructor records 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Flight Instructor records 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Student records 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Enrollment certificates 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Graduation certificates 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Aircraft records (including aircraft checklist) 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Training course outline (TCO) revisions (must match revisions in the GACA file) 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Inspect the following physical facilities and equipment for compliance:	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Aerodrome 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Aircraft (airworthiness) 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Ground trainers and training aids 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Pilot briefing areas 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Ground training facilities 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Check out these additional points:	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Compliance with provisions of GACAR 141.141 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Flight instruction 	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	• Quality of instruction	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Chief Instructor's duties and responsibilities	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Following Procedures for a Satisfactory Facility Inspection	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the facility inspection is satisfactory, indicate the outcome on the job aid.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Follow Procedures for an Unsatisfactory Facility Inspection	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1)	If the facility inspection was unsatisfactory inform the applicant immediately of the discrepancies.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a	Advise how to correct any deficiencies or discrepancies.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Confirm the findings in writing including a suspension date for correction of deficiencies.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Note the outcome on the job aid	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Ensure that the job aid is included in the office file	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Conduct Post-Inspection Actions	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discuss any findings discovered during the inspection with the school. Bring areas that need improvement to the attention of the school.	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Close the GAR	12.11.1.13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
7	Task Outcomes	GACAR-141 Reference	YES	NO	NA
A	Complete GAR.	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Completion of this task can result in the following:	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Satisfactory inspection	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicate concerns/findings to the Office Manager	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follow-up inspection for a particular discrepancy	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• If enforcement action is required, follow the guidance found in Volume 13, Compliance Enforcement & Resolution of identified safety deficiencies	12.11.1.15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			Compliance		
8	Task Outcomes	GACAR-141 Reference	YES	NO	NA
1.	TCOs	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.	Current	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Conforms to GACA's copy	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	All changes are GACA approved	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Verification of flight instructor's qualifications	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Chief instructor/assistant for each course	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Enrollment procedures conform to GACAR 141.151	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Copies of enrollments sent to GACA office	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Safety procedures/practices as per GACAR 141.151	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Graduation certificates as per GACAR 141.153	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Recordkeeping as per GACAR 141.163	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Minimum equipment lists (MEL) current (if applicable)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Aircraft meet requirements of GACAR 141.163/141.139	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Chief instructor standardization of all instructors	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Pilot briefing areas (GACAR 141.167)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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13.	Ground training facilities (GACAR 141.169)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Aerodromes (GACAR 141.169)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Flight Simulation Training Devices (GACAR 141.165)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Training aids (GACAR 141.165)	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Air agency certificates matches one file	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	List of current approved courses	12.11.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks

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

Inspector Name	Signature	Date