



Section/division PERSONNEL LICENSING

Form Number: CA 141-41

**APPENDIX J:CHECKLIST FOR Part 62, 68 & 69 ATO ANNUAL INSPECTION**

<b>ATO Name</b>	
<b>ATO Number</b>	

<b>AVIATION TRAINING OPERATIONS AUDIT CHECKLIST (PART 141 )</b>				
	Checklist Attachment	Name of Checklist	√ / X	Comments
Attachments:	A	Training Operations Specifications		
	B	SACAA Approved Examination centre		
	C	Ground school evaluation checklist		
	D	ATO Validation checklist		
	E	Aircraft Technical Evaluation		
	F	Airfield Inspection Checklist		
	G	Training and Procedures Manual		

<b>Aviation Training Approvals Requested as per Civil Aviation regulations</b>	Yes	No	Note number
1. National Pilot License Part 62			
2. Glider Pilots Licence Part 68			
3. Hot Air Balloon Pilots licence Part 69			
<b>Special Approvals</b>			
3. Flight Instructors Course			
4. Radio telephony			
5. SACAA Accredited Examination Centre			
<b>MANAGEMENT RESPONSIBILITY</b>	YES	NO	Note number
Has the holder of the Certificate of Approval applied for renewal at least 60 days before the approval expires? (CAR 141.02.7)			
Does the organisation have a valid Certificate of Approval with the approved required Training as per the Training Procedures Manual			
Does the organisation have an approved, Training Procedures Manual			
Does The organisation have an approved Training Specification (Ops Spec)			

<b>PRE - PART 141 INSPECTION CHECKLIST</b>			
Client contacted and arrangements made			
Findings from previous audits noted and outstanding audit finding			

<b>OUTSTANDING AUDIT FINDINGS</b>				
No	Previous Audit/Surveillance Finding: Has finding recommendations been complied with by the ATO?	Yes	No	Notes

	<b>Discontinue Audit Inspection</b>					
<b>STATISTICS ON AVIATION INDUSTRY'S SAFETY MANAGEMENT SYSTEMS (SMS)</b>		<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Note number</b>	
Does Organisation have a Quality Assurance System (QAS)?						
Is there evidence that the Organisation is following the QAS?						
Does Organisation have a Safety Management System (SMS)?						
Is there evidence that the Organisation is following the SMS?						

<b>ON SITE INSPECTION</b>				
<b>FLIGHT TRAINING</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
Does the organisation have a board reflecting the licence validity of the instructors? CATS 141.02.2(4)				
Is this board with Instructors up to date?				
Do the responsible persons have signed copies of their responsibilities and duties in their training files?				
Is the list of aircraft utilised by the school up to date?				
Does the organisation make use of Grade <u>C</u> instructors				
Does the organisation have Training files for all instructors and are they compiled as reflected in the QA section of the TPM				
When randomly perusing a student training file of a grade <u>C</u> instructor, does it indicate involvement from the CFI with comments and the necessary signatures				
Do these training files reflect the TPM stated continuation training for the instructors in its employ				

<b>GROUND LECTURERS</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>Note</b>
Does the organisation have recently revised ground subject Examinations ( progress test)				
Are these examinations secure				
Is the reference material used for ground lectures adequate				
Are all student records, files, and logbooks complete and up to date with regards to:				
• personal particulars				
• licence expiry dates				
• progress test				
• solo consolidation				
• dual prior to each solo flight (first 3 hours)				
• hour dual for every 5 hours solo				
• authorised for solo in circuit SA-CARS 62.02.8				
• authorised for solo in GF SA-CARS 62.02.8				
• authorised for solo cross country SA-CARS 62.02.8				
• test by different instructor				

Do the students pass a technical on the aircraft prior to the first solo?				
Is the flight authorisation book/sheet correctly utilised and accurately filled in? SA-CARS 62.02.8				

<b>FLIGHT SAFETY</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Note number</b>
Is there evidence, and does the organisation actively support the concept of flight safety and is this feeling conveyed to the students				
Is there evidence that the organisation is attempting to follow this program				
Does the organisation have a red tag or similar system to notify airmen of aviation related items which needs be brought to their attention				
Is there a flight safety file or collected documentation to verify flight safety activities in the organisation				

<b>ACCIDENT AND INCIDENT REPORTING</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Note number</b>
Does the organisation have a visible accident and incident reporting system				
Are there such forms readily visible/available				
At a random check, can instructors/ students report an incident/accident				

<b>EMERGENCY RESPONSE PLAN</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Note number</b>
Does the organisation have an emergency response plan				
Is this plan visible / readily available				
At a random check, can an instructor/ student respond in an emergency				

<b>NUMBER</b>	<b>NOTE</b>

<b>INFRASTRUCTURE</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Note</b>
Is the infrastructure, buildings and general appearance of the flight school acceptable and conducive to flight training?				
Is an Emergency telephone number readily available and accessible				
Does the school have an area where the students can relax and prepare for flight training?				

Are the toilet facilities acceptable?				
Is all the required safety equipment available and serviceable?				
• Fire extinguishers				
• First aid equipment (CARS 141.02.5)				
• First Aid Trainee up to date (2 years)				
Are the training aids used sufficient and suitable i.e. model (similar to aircraft used for training)?				
Is the area for the authorisation sheet / red tag system / notice board suitable?				
Is the lecture/briefing room acceptable?				
Is there suitable reference material readily available				
Is there a suitable aeronautical map showing the training areas, connecting corridors, frequencies, restricted /danger / no-go areas etc.?(CARS 141.02.5)				
Is the flying training area satisfactory for training operations? (CARS 139.01.1)				
Is the aerodrome satisfactory for day training operations? (CARS 139.01.1)				

NUMBER	NOTE

<b>RECOMMENDATIONS</b>			
Certificate of Accreditation and Approval to be		<b>ISSUED</b>	<b>NOT ISSUED</b>
<b>Conditions</b>			
<b>SIGNATURE OF SACAA INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>SIGNATURE OF ORGANISATIONS REPRESENTATIVE</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	

<b>RECOMMENDATION</b>					
The	<b>ISSUE</b>		<b>RENEWAL</b>		of this aviation training organisation
Certificate of Approval number	<b>RAA/</b>		is recommended		is not recommended
<b>COMMENTS / RESTRICTIONS</b>					
<b>SIGNATURE OF SACAA OPS MANAGER</b>		<b>NAME IN BLOCK LETTERS</b>		<b>DATE</b>	
<b>Approved</b>		<b>Not approved</b>			
<b>For issue</b>		<b>For renewal</b>			