

INSPECTION CHECK LIST FOR APPROVAL OR RENEWAL OF AN ATO

ORDER/CL No.	Inspector						Type of Operation	Tracking #			
Date Accomplished	NCF/Discrepancies						ATO/Organisation				
	A	B	C	D	E	F					
Notes	AC Type:						Action				
							S	U	Ap	Ac	F
Place:						Company Representative:					
NCF/Discrepancies code: A=Aircraft; B=Facilities; C=Documents; D=Procedures; E=Programmes; F = Other											
*Action Codes: S=Satisfactory; U = Unsatisfactory; Ap – Approved; Ac= Accepted; F = Follow-up											
YES = Requirements met NO = Requirements not met N/C = Not Checked N/A = Not Applicable											
Legal base: The Civil Aviation (Approval Training Organizations) Regulations 2007											
Approval or Renewal							Assessment				
Requirements							YES	NO	N/C	N/A	
I. PREREQUISITE											
1. Has an applicant for, or holder of an Approved Training Organisation certificate submitted a properly filled in application form for issue or renewal ATO Certificate as specified in Appendix E to KCAA-AC-OPS-040											
II. GENERAL INSPECTION											
1. Does the ATO meet the followings:											
(a) organizational structure implementation											
(b) accountable manager designation											
(c) a quality manager designation											
(d) a head of training designation											
(e) a chief flight instructor, as applicable											
(f) a chief ground instructor as applicable											
(g) an adequate number of ground and flight instructors relevant to the courses provided											
(h) the proposed training specifications list requested by the ATO											
(i) availability of training equipment that the ATO proposes to use including the aircraft, the synthetic flight trainers and any special equipment used for each phase of training											
(j) a list of the aerodromes or sites at which training flights originate, if applicable, and a description of the ATO training facilities, equipment and qualifications of personnel to be used											

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Requirements	YES	NO	N/C	N/A
(k) a training program, including manuals, curricula, outlines, courseware, procedures and documentation to support the requirements in regulations 16, 17 and 20				
(l) a description of a record-keeping system that will identify and document the details of training, qualification, and licensing of students, instructors, and evaluators				
(m) a description of quality control measures proposed				
(n) a method of demonstrating the ATO qualification and ability to provide training for a licence or rating in fewer than the minimum hours prescribed in the Civil Aviation (Personnel Licensing) Regulations if the applicant proposes to do so				
(o) a statement of compliance showing how the ATO has met all applicable requirements in these Regulations				
III. MANUALS REQUIREMENTS				
1. Has ATO submitted copy of Manuals (to be approved separately) or a revision for?				
(a) Procedures Manual				
(b) Training Manual				
(c) Quality Manual				
IV. INSPECTION				
1. Inspector(s) be ensure of:				
(a) an applicant for, or holder of ATO certificate has established and maintained a principal business office that is physically located at the address shown on the certificate or application				
2. If ATO has a satellite approved training organization:				
(a) the facilities, equipment, personnel and course content of the satellite approved training organisation meet the applicable requirements				
(b) the instructors at the satellite approved training organisation are under the direct supervision of management personnel of the principal approved training organisation				
(c) the approved training organisation certificate holder's training specifications reflect the name and address of the satellite ATO and the approved training courses offered at the satellite ATO				
(d) adequacy of, and qualifications of staff detailed in organization management personnel check list				
(e) validity of instructors' licences, ratings and logbooks				
(f) availability of training aircraft: registration; associated documents and maintenance records				
(g) availability of synthetic flight trainers: qualification and approval				
(h) availability of facilities: library, class rooms, training equipment adequacy to the courses being conducted and the number of students				

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Requirements	YES	NO	N/C	N/A
(i) availability of facilities: library, class rooms, training equipment adequacy to the courses being conducted and the number of students				
(j) availability of documentation: documents related to the courses, updating system, training and operations manuals				
(k) availability of training records and checking forms				
(l) flight instruction including pre-flight briefing, actual flight debriefing for ATO for flight crew training				
(m) examination: management and control				
(n) instruction program for personnel other than flight crew				
(o) an acceptable quality assurance system include:				
(i) an independent audit procedure to monitor training standards				
(ii) the integrity of knowledge examinations and practical assessments				
(iii) compliance with and adequacy of procedures				
V. STAFF				
1. Does instructor to carry out flight training in an appointed ATO hold an instructor rating or authorization in accordance with the Civil Aviation (Personnel Licensing) Regulations relevant to the instruction given?				
2. Be ATO ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities and that the training program for instructional personnel established by the approved training organisation include training in knowledge and skills related to human performance				
<i>The Authority may approve positions, other than those listed, if the approved training organisation is able to show that it can conduct the training to a high training standard under the direction of fewer or different categories of management personnel due to the-</i>				
(a) kind of training conducted				
(b) number of students				
(c) locations of training				
<i>The responsibilities and qualifications of the management personnel employed in an ATO be inspected as listed in the CHECK LIST FOR APPROVAL OF AN ATO MANAGEMENT PERSONNEL</i>				

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ATO Operator								Tracking No.:	
Notes: 1. A “NO” or “N/C” response on a checklist must be accompanied by reason or comments. 2. A “NO” response to a safety issue finding in an inspection of an organization must be transferred to a CF report for corrective action where applicable. 3. Precede all comments with the applicable checklist item number or discrepancy number.									
Discrepancy Label: (Circle the applicable numeric labels that best describe the discrepancies)									
Policy, Procedures, Instructions, Information, Documentation, Controls:								Document Quality	
1. Not Specified	2.Unclear	Do not comply with:			7.Do not Identify: Who, What, When, Where, How			8.Unreadable	
3.Incomplete	4.Inconsistent	5.CAR	6.Guidance	9.Illegible					
10. Resource requirements incomplete (personnel, facilities, equipment, technical data)									
1	2	3	4	5	6	7	8	9	10
Comments:									
Recommendations									
Name of Inspector_____ Signature_____ Date_____									