CHECKLIST-PILOT SCHOOL OPERATIONS MANUAL STRUCTURE EVALUATION
GACAR PART-141

Pilot School Details		
Pilot School/Organization Name		
Pilot School Representative	**Name**	**Post (Position)**
	Contact Number	**E-Mail**

GACAR PART-141 Requirements		OPS Manual Reference	Compliance	
			YES	**NO**
No.	**CHAPTER 1. GENERAL**			
1.1	Preamble relating to the use and applicability of the manual.			
1.2	Table of contents.			
1.3	Amendment, revision and distribution of the manual:			
a	procedures for amendment;			
b	record of amendments page;			
c	distribution list; and			
d	list of effective pages.			
1.4	Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.			
1.5	Description of the structure and layout of the manual, including:			
a	the various parts and sections, as well as their contents and use; and			
b	the paragraph numbering system.			
1.6	Description of the scope of training authorized under the organization's terms of approval.			
1.7	Organization (chart of the ATO's management organization and the names of the post holders.			
1.8	Qualifications, responsibilities, and succession of command of management and key operational personnel, including but not limited to:			
a	Accountable executive;			
b	Head of training;			
c	Instructional services manager or chief ground instructor;			
d	Chief flight instructor, if applicable			
e	Quality manager;			
f	Maintenance manager, if applicable;			
g	Safety manager, if applicable;			
h	Instructors; and			
i	Examiners, evaluators and auditors.			

GACAR PART-141 Requirements		OPS Manual Reference	Compliance	
			YES	NO
1.9	**Policies dealing with:**			
a	The training organization's objectives, including ethics and values;			
b	The selection of Pilot School personnel and the maintenance of their qualifications;			
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.;			
d	The evaluation, selection and maintenance of training material and devices;			
e	The maintenance of the training facilities and equipment;			
f	The development and maintenance of a quality system governance model; and			
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			
1.10	Description of the facilities and equipment available, including:			
a	General-use facilities, including offices, stores and archives, and library or reference areas);			
b	The number and size of classrooms, including installed equipment; and			
c	The type and number of training devices, including their location if other than at the main training site.			
d	Aircraft and/FSTD maintenance facility			
e	Computer-based classrooms			
f	Dispatch control			
g	Briefing rooms or areas			
h	Duty time limitations for Examiner/Evaluator, Instructor (number of hours/sessions, etc.)			
i	Notification of change to the Organization and/or GACA			

CHAPTER 2. STAFF TRAINING	OPS Manual Reference	Compliance	
		YES	NO
a	Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.			
b	Appointments of persons responsible for standards/competence of flying staff			
c	Initial training			
d	Refresher and recurrent training			
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)			
f	Standardization's training			
g	Proficiency checks, Procedures for proficiency checks and upgrade training.			
h	Upgrading training			
i	Staff standards evaluation			
j	Details of the procedures to validate the qualifications and determine the competency of instructional personnel as required by GACA PART-141			

CHAPTER 3. AIRCRAFT OPERATING AND TECHNICAL INFORMATION	OPS Manual Reference	Compliance	
		YES	NO
a	Aircraft general descriptive notes;			
b	Aircraft certificate, Qualifications, and specifications			
c	Certification and operating limitations.			
d	Certification process and procedure			
e	Aircraft handling, including:			
i.	Performance limitations;			
ii.	Use of checklists;			
iii.	Standard Operating Procedures;			
iv.	Aircraft maintenance procedures.			
f	Instructions for aircraft loading and securing of load			
g	Fueling procedures			
h	Emergency procedures;			
i	Aircraft Flight Manual			
j	Aircraft checklists			
k	Maintenance and technical logs			
l	Radio and radio navigation aids.			
m	Allowable deficiencies (based on MMEL, if applicable)			

CHAPTER 3. AIRCRAFT OPERATING AND TECHNICAL INFORMATION	OPS Manual Reference	Compliance	
		YES	**NO**
n	Aircraft modification(s) and its procedure			
o	List of Aircraft			
p	Any other relevant requirements by GACA			

CHAPTER 4. FSTD OPERATING AND TECHNICAL INFORMATION	OPS Manual Reference	Compliance	
		YES	**NO**
a	FSTD descriptive notes;			
b	FSTD certificate, Qualifications and specifications			
c	Certification and operating limitations.			
d	Certification process and procedure			
e	Aircraft and/FSTD handling including:			
i.	Performance limitations;			
ii.	Use of checklists;			
iii.	Standard Operating Procedures;			
iv.	FSTD maintenance procedures;			
f	Emergency procedures			
g	Qualification Test Guide (QTG)			
h	FSTDs Manual(s)			
i	FSTDs Checklists			
J	Maintenance and technical logs			
k	Radio and radio navigation aids			
l	FSTD modification(s) and its procedure			
m	List of FSTDs			
n	Allowable deficiencies, if applicable			
o	Any other requirements by GACA			

	CHAPTER 5. RECORDS	OPS Manual Reference	Compliance	
			YES	NO
a	General description			
b	**Procedures regarding:**			
i.	attendance records;			
ii.	student training records;			
iii.	staff training and qualification records;			
iv.	persons responsible for checking records and student personal logs;			
v.	Initial and recurrent training records			
vi.	nature and frequency of record checks;			
vii.	standardization of record entries;			
viii.	personal log entries; and			
ix.	security of records and documents.			
c	**Electronic Record keeping :**			
i.	GACA approval			
ii.	Procedure			
iii.	Duration			
iv.	Security			

	CHAPTER 6. SAFETY MANAGEMENT SYSTEM (SMS) (If Applicable)	OPS Manual Reference	Compliance	
			YES	NO
a.	General description, with reference to the SMS Manual for details			

	CHAPTER 7. QUALITY ASSURANCE (QA)	OPS Manual Reference	Compliance	
			YES	NO
a.	General description, with reference to the Quality Manual for details			

CHAPTER 8. FLIGHT TRAINING PLAN		OPS Manual Reference	Compliance	
			YES	NO
a.	Training curricula, **reference to Training Manual or PART II**, including:			
i.	single-engine flights;			
ii.	multi-engine flights;			
iii.	theoretical knowledge for flights; and			
iv.	flight simulation training on FSTDs			
b	The general arrangements of daily and weekly program for flying training, ground training and flight simulation training.			
c	Training policies in terms of:			
i.	weather constraints and information; if applicable			
ii.	maximum student training times for flight, theoretical knowledge, and flight simulation training, per day/week/month;			
iii.	restrictions in respect of training periods for students;			
iv.	duration of training flights at various stages;			
v.	maximum individual student flying hours in any day or night period;			
vi.	maximum number of individual student training flights in any day or night period; and			
vii.	minimum rest periods between training periods.			

CHAPTER 8. ROUTES		OPS Manual Reference	Compliance	
			YES	NO
a.	Performance criteria, e.g., take-off, en-route and landing.			
b.	Flight planning procedures including:			
i.	fuel and oil requirements;			
ii.	minimum safe altitudes;			
iii.	planning for contingencies (e.g. emergency or diversion scenarios); and			
iv.	navigation equipment.			
c.	Weather minima for all instructional training flights during day, night, VFR and IFR operations.			
d	Weather minima for all student training flights at various stages of training.			
e	Training routes and practice areas.			

CHAPTER 9. APPENDICES		OPS Manual Reference	Compliance	
			YES	NO
a	**As Required:**			
b	sample progress test forms;			
c	sample logs, test reports and records; and			
d	a copy of the ATO's approval document.			
e	Any required forms and documents			

Ref. Number	Remarks

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Result of Operations Manual Assessment	
☐ Approved	☐ Not Approved/Rejected

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

(Document Owner: Flight Operations Standards Department, Training Centers and Pilot Schools Section)