

**Flight Operations Standards Department
Training Centers & Flight Schools Section
Pilot School Facility Inspection (General Guide)
Pilot School - GACAR PART-141
EBOOK V 12**

• 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.			

			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.			

			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 the airworthiness aspects of the inspection. For example:	12.11.1.7.			
1	The Inspector should be prepared to examine any available aircraft.	12.11.1.7.			
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.			
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.			
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 The outdated records must be brought up to date.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.			

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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.			

			Compliance		
5	References, forms and job aids	GACAR-141 Reference	YES	NO	NA
A	References. GACAR Parts 1,61, 91 and 141	12.11.1.11.			
B	Forms. GAR	12.11.1.11.			
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.			

			Compliance		
6	Procedures	GACAR-141 Reference	YES	NO	NA
A	Conduct Pre-Inspection Activities	12.11.1.13.			
1)	Determine the need for the inspection.	12.11.1.13.			
a)	Is the inspection scheduled on the annual surveillance plan?	12.11.1.13.			
b)	Is the inspection the result of complaints?	12.11.1.13.			
2)	Determine if the inspection is to be conducted with or without notice to the school.	12.11.1.13.			
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.			
b)	If the inspection is to be conducted without notice to the school, schedule the day and time.	12.11.1.13.			
3)	Review the office file for complaints, previous enforcement history, accident/incident history, previous facility inspections and surveillance reports.	12.11.1.13.			
B	Open the GAR	12.11.1.13.			
C	Conduct Facility Inspection	12.11.1.13.			

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6	Procedures	GACAR-141 Reference	Compliance		
			YES	NO	NA
1)	Determine if the following documents are current, complete, and accurate (during a renewal inspection a sampling may be sufficient):	12.11.1.13.			
	• School certificate (GACAR § 141.27)	12.11.1.13.			
	• List of approved courses	12.11.1.13.			
	• Facility use agreement	12.11.1.13.			
	• Type of advertisement	12.11.1.13.			
	• Chief/Assistant Instructor records	12.11.1.13.			
	• Flight Instructor records	12.11.1.13.			
	• Student records	12.11.1.13.			
	• Enrollment certificates	12.11.1.13.			
	• Graduation certificates	12.11.1.13.			
	• Aircraft records (including aircraft checklist)	12.11.1.13.			
	• Training course outline (TCO) revisions (must match revisions in the GACA file)	12.11.1.13.			
2)	Inspect the following physical facilities and equipment for compliance:	12.11.1.13.			
	• Aerodrome	12.11.1.13.			
	• Aircraft (airworthiness)	12.11.1.13.			
	• Ground trainers and training aids	12.11.1.13.			
	• Pilot briefing areas	12.11.1.13.			
	• Ground training facilities	12.11.1.13.			

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6	Procedures	GACAR-141 Reference	YES	NO	NA
3)	Check these additional points:	12.11.1.13.			
	<ul style="list-style-type: none"> Compliance with provisions of GACAR 141.141 	12.11.1.13.			
	<ul style="list-style-type: none"> Flight instruction 	12.11.1.13.			
	<ul style="list-style-type: none"> Quality of instruction 	12.11.1.13.			
	<ul style="list-style-type: none"> Chief Instructor's duties and responsibilities 	12.11.1.13.			
D	Follow Procedures for a Satisfactory Facility Inspection	12.11.1.13.			
	If the facility inspection is satisfactory, indicate the outcome on the job aid.	12.11.1.13.			
E	Follow Procedures for an Unsatisfactory Facility Inspection	12.11.1.13.			
1)	If the facility inspection was unsatisfactory inform the applicant immediately of the discrepancies.	12.11.1.13.			
a	Advise how to correct any deficiencies or discrepancies.	12.11.1.13.			
b	Confirm the findings in writing including a suspension date for correction of deficiencies.	12.11.1.13.			
c	Note the outcome on the job aid	12.11.1.13.			
d	Ensure that the job aid is included in the office file	12.11.1.13.			
F	Conduct Post-Inspection Actions	12.11.1.13.			
	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.			
G	Close the GAR	12.11.1.13.			

			Compliance		
7	Task Outcomes	GACAR-141 Reference	YES	NO	NA
A	Complete GAR.	12.11.1.15.			
B	Completion of this task can result in the following:	12.11.1.15.			
	<ul style="list-style-type: none"> Satisfactory inspection 	12.11.1.15.			
	<ul style="list-style-type: none"> Communicate concerns/findings to the Office Manager 	12.11.1.15.			
	<ul style="list-style-type: none"> Follow-up inspection for a particular discrepancy 	12.11.1.15.			
	<ul style="list-style-type: none"> If enforcement action is required, follow the guidance found in Volume 13, Compliance Enforcement & Resolution of identified safety deficiencies 	12.11.1.15.			

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8	Task Outcomes	GACAR-141 Reference	Compliance		
			YES	NO	NA
1.	TCOs	12.11.1.2			
a.	Current	12.11.1.2			
b.	Conforms to GACA's copy	12.11.1.2			
c.	All changes are GACA approved	12.11.1.2			
2.	Verification of flight instructor's qualifications	12.11.1.2			
3.	Chief instructor/assistant for each course	12.11.1.2			
4.	Enrollment procedures conform to GACAR 141.151	12.11.1.2			
5.	Copies of enrollments sent to GACA office	12.11.1.2			
6.	Safety procedures/practices as per GACAR 141.151	12.11.1.2			
7.	Graduation certificates as per GACAR 141.153	12.11.1.2			
8.	Recordkeeping as per GACAR 141.163	12.11.1.2			
9.	Minimum equipment lists (MEL) current (if applicable)	12.11.1.2			
10.	Aircraft meet requirements of GACAR 141.163/141.139	12.11.1.2			
11.	Chief instructor standardization of all instructors	12.11.1.2			
12.	Pilot briefing areas (GACAR 141.167)	12.11.1.2			
13.	Ground training facilities (GACAR 141.169)	12.11.1.2			
14.	Aerodromes (GACAR 141.169)	12.11.1.2			
15.	Flight Simulation Training Devices (GACAR 141.165)	12.11.1.2			
16.	Training aids (GACAR 141.165)	12.11.1.2			
17.	Air agency certificates matches one file	12.11.1.2			
18.	List of current approved courses	12.11.1.2			
19.	Other				

