

**Training Centers & Flight Schools Section
Flight Training Inspection Checklist
Pilot School-GACAR PART 141
EBOOK V 4 & V 12**

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

1	Training Manual	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	Approved by GACA, check the updated revision of the Training manual including the TCO	§ 141 SUB C V4 C 8 SEC 2			
b	Flight School must have an approved Training manual including the Training Course Outlines (TCO) and maintain a Training Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements	§ 141 SUB C V4 C 8 SEC 2			
c	A Flight School must make available to staff and, where appropriate, the students the Training Manual and the required Flight School approved documents	§ 141 SUB C V4 C 8 SEC 2			
d	The amendment procedure shall be stated and amendments properly controlled	§ 141.81 V4 C 8 SEC 2			
e	The Training Manuals should state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following	§ 141 SUB E V4 C 8 SEC 2			
(1)	Part 1 - The Training Plan	§ 141 SUB E V4 C 8 SEC 2			
(2)	Part 2 - Briefing and Air Exercises	§ 141 SUB E V4 C 8 SEC 2			
(3)	Part 3 - Synthetic Flight Training	§ 141 SUB E V4 C 8 SEC 2			
(4)	Part 4 - Theoretical Knowledge Instruction	§ 141 SUB E V4 C 8 SEC 2			
f	A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and theoretical knowledge instruction, a list of standard exercises and a syllabus summary;	§ 141 SUB E V4 C 8 SEC 2			
g	In particular, synthetic flight training and theoretical knowledge instruction should be phased in such a manner as to ensure that students will be able to apply to flying exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered in instruction can be resolved during subsequent training. The content and sequence of the training program must be acceptable to GACA	§ 141 SUB E V4 C 8 SEC 2			
h	Verify, using sample (s) of the approved training course (s) (program) that are listed under item (2) and/or in the organization approved training manual are in compliance with the applicable GACAR 141 and other GACA requirements.	§ 141 SUB E V4 C 8 SEC 2			

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			Compliance		
2	Approved courses. Verify the list of approved courses are compliant with the GACAR-141 requirements (GACAR 141 & EBOOK V 12 CHP 11 & 15, V 12 (12.11.1.13.) (C))	GACAR-141 Reference	YES	NO	NA
a	Private Pilot License (PPL) Training course - Appendix A to GACAR-141	App. A to § 141			
b	Instrument rating Training Course- Appendix B to GACAR-141	App. B to § 141			
c	Commercial Pilot License (CPL) Training Course - Appendix C to GACAR-141	App. C to § 141			
d	Airline Transport Pilot License (ATPL) Training Course - Appendix D to GACAR-141	App. D to § 141			
e	Flight Instructor Training Course - Appendix E to GACAR-141	App. E to § 141			
f	Flight Instructor Instrument Training Course for (Airplane (A), Helicopter (H), or Powered-Lift Instrument Instructor Rating, as appropriate - Appendix F to GACAR-141	App. F to § 141			
g	Ground Instructor Training course - Appendix G to GACAR-141	App. G to § 141			
h	Additional Aircraft Category and/or Class Rating Training Course Class - Appendix H to GACAR 141	App. H to § 141			
i	Special Preparation Courses - Appendix J to GACAR 141	App. J to § 141			
j	Pilot Ground School Course - Appendix k to GACAR 141	App. K to § 141			
k	Combined Private pilot Certification and Instrument Rating (PPL/IR) Training Course - Appendix L to GACAR 141	App. L to § 141			

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3	Operations Manual	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	Flight School must have an approved Operations Manual, and maintain Operations Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements	§ 141 SUB C			
b	Flight School must make available to staff and, where appropriate, to students the information contained in the operations Manual and the Flight School approved documents	§ 141 SUB C			
c	The amendment procedure shall be stated and amendments properly controlled	§ 141 SUB C			
d	Approved by GACA, check the updated Operations Manual	§ 141 SUB C			
e	The Operations Manual must provide relevant information to Management and particular staff, e.g., FIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc., and must include the following:	§ 141 SUB C			
(1)	General	§ 141 SUB C			
(2)	Technical	§ 141 SUB C			
(3)	Route	§ 141 SUB C			
(4)	Staff Training	§ 141 SUB C			

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4	Flight Operations Facility and Accommodation (GACAR 141 & EBOOK V 12 CHP 11 & 15)	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	An operations room with facilities to control flying operations	§ 141.69 § 141.147 § 141.67			
b	A flight planning room with the following facilities:	§ 141.69 § 141.147 § 141.67			
(1)	Appropriate current maps and charts	§ 141.69 § 141.147 § 141.67			
(2)	Current AIS information	§ 141.69 § 141.147 § 141.67			
(3)	Current meteorological information	§ 141.69 § 141.147 § 141.67			
(4)	Communications to ATC and the operations room	§ 141.69 § 141.147 § 141.67			
(5)	Maps showing standard cross-country routes	§ 141.69 § 141.147 § 141.67			
(6)	Maps showing current prohibited, danger and restricted areas	§ 141.69 § 141.147 § 141.67			
(7)	Any other flight safety related material	§ 141.69 § 141.147 § 141.67			
c	Adequate briefing rooms/cubicles of sufficient size and number	§ 141.69 § 141.147 § 141.67			
d	Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc.	§ 141.69 § 141.147 § 141.67			
e	Furnished crew-room(s) for instructors and students	§ 141.69 § 141.147 § 141.67			

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5	Flight Instructors (GACAR 141, EBOOK V 4 CHP 8, EBOOK V 12 CHP 11 & 15 SEC 1 & 2)	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	The ratio of students to the flight instructors are in accordance with the approved operations/training manual (Staff Adequacy)	§ 141.49 § 141 SUB E			
(1)	Students number - Check number	§ 141.49 § 141.147			
(2)	Flight instructors' number - Check adequate number	§ 141.49 § 141.147			
b	Instructors' ratings: (check records):	§ 141.49 § 141.147 § 61.3			
(1)	Flight Instructor (FI)	§ 141.49 § 141.147 § 61.3			
(2)	Flight Instructor Instrument (FII)	§ 141.49 § 141.147 § 61.3			
(3)	Synthetic Training Instructor (STI): (Aviation Training Device (ATD) and/or Flight Training Device (FTD)) Instructor (s)	§ 141.49 § 141.147 § 61.3 V 4 CHP 8			
c	Valid flight crew license - License expiry date	§ 61.3 V 4 CHP 8			
d	Valid English language proficiency - English proficiency expiry date	§ 61.3 V 4 CHP 8			
e	Valid type/class rating - Last skill test/proficiency check for rating	§ 61.3 V 4 CHP 8			
f	Valid instrument rating - Last skill test/proficiency check for rating	§ 61.3 V 4 CHP 8			
g	Valid instructor rating - Last skill test/proficiency check for rating	§ 61.3 V 4 CHP 8			
h	Valid medical - Medical expiry date	§ 61.3 V 4 CHP 8			
i	Standardization's training - Last standardization	§ 141.147 § 141.53 V 4 CHP8 (4.8.4.19. (K) (1) V12 (12.11.1.7.)			
j	Qualifications, training and checking, etc.	APPENDIX E & F TO GACAR 141			
k	Logbook	§141 & 61			
j	Instructional Standards - Supervise the conduct of training flight (Airplane)	§ 141.147 § 141.53 V4 12.11.1.7.			
k	Instructional Standards - Supervise the conduct of synthetic training flight (FSTD)	§ 141.147 § 141.53 V 12.11.1.7. V 4 CHP 8			
l	Other required training and checking records in accordance with GACAR 141 and the other applicable GACA requirements and Organization's manuals	Sub. H to § 141			

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6	Flight Examiners. GACAR PART 183 (183.31), EBOOK V 12 CHP 11&15 (12.3.6.7. (F), 12.1.1.11. & 12.3.7.5.) EBOOK V 14 CHP 4 SEC 2	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	Examiners Designation/authorization:	§ 141.121 § 183.31 V 12 & V14			
(1)	Valid flight crew license - License expiry date, if applicable	§ 183.31 § 61.3 V 12 & 14			
(2)	Valid English language proficiency - English proficiency expiry date	§ 183.31 § 61.3 V12 & 14			
(3)	Valid type/class rating - Last skill test/proficiency check for rating revalidation/renewal	§ 183.31 § 61.3 V 12 & V14			
(4)	Valid instrument rating - Last skill test/proficiency check for rating revalidation/renewal	§ 183.31 § 61.3 V 12 CHP15 SEC 1&2 V 14			
(5)	Valid medical - Medical expiry date	§ 61.3			
(6)	Valid examiner authorization/designation - Authorization expiry date	§ 183.31 § 183.15 V12 & V14			
(7)	Evaluation and checking: Skill test/Proficiency check Standards - Supervise the conduct of Skill test/Proficiency check (airplane)	§ 183.31 § 183.15 V 12 & V14			
(8)	Skill test/Proficiency check Standards - Supervise the conduct of skill test/Proficiency check (FSTD)	§ 183.31 § 183.15 V12 & V14			

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7	Student Pilot GACAR 141 & EBOOK V 12 CHP 11 & 15 (EBOOK V 12 (12.3.7.5.))	GACAR-141 Reference	Compliance		
			YES	NO	NA
	• Check Student (s) Records and Randomly physical check:	App. H to § 141 EBOOK V 12			
a	Student pilot license - License expiry date, if applicable	App. H to § 141 EBOOK V 12			
b	Private Pilot License - License expiry date, If applicable	EBOOK V 12			
c	Commercial Pilot License - License expiry date, If applicable	EBOOK V 12			
d	Valid medical - Medical expiry date	EBOOK V 12			
e	VFR navigation stage check – Check progress/stage report, if applicable	EBOOK V 12			
f	Instrument rating skill test - Check requirements and skill test report	EBOOK V 12			
g	Type/Class rating skill test - Check requirements and skill test report	EBOOK V 12			
h	Valid English language proficiency - English proficiency expiry date, if applicable	EBOOK V 12			

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			Compliance		
8	Training, Examination and assessment Records (GACAR 141 & EBOOK V 12 CHP 11 & 15)	GACAR-141 Reference	YES	NO	NA
a	Flight School must maintain and retain the following records for a period of at least (2) years, using appropriate administrative staff:	App. H to § 141			
(1)	Details of ground, flying, and simulated flight training given to individual student	App. H to § 141			
(2)	Detailed and regular progress reports from instructors including assessments, and regular progress flight tests, stage check (s) and ground examinations	App. H to § 141			
(3)	Personal information, e.g., expiry dates of medical certificates, license, ratings, et.,	App. H to § 141			
b	The format of the student training records must be specified in the Training Manual	App. H to § 141			
c	Enrollment certificates	App. H to § 141 § 141.151 V 12 (12.11.1.7.) (C)			
d	Graduation certificates	App. H to § 141 § 141.153 (12.11.1.7) (C)			
Note: Records Discrepancies					
e	Discrepancies				
(1)	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.	App. H to § 141 V 12 (12.11.1.7) (C)			

			Compliance		
9	Flight and Rest Time	GACAR-141 Reference	YES	NO	NA
a	The maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties of instructor in accordance with the approved operations/training manual and acceptable to GACA – Check:	§ 141 SUB C, D & E			
(1)	Maximum flying duty period and flight time limitations (flying instructors)	§ 141 SUB C, D & E			
(2)	Maximum flying duty period and flight time limitations (students)	§ 141 SUB C, D & E			
(3)	Minimum rest periods (flying instructors)	§ 141 SUB C, D & E			
(4)	Minimum Rest periods (students)	§ 141 SUB C, D & E			

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10	Approved Course Aircraft	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	Training airplane requirements:	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
(1)	An adequate fleet of training airplanes appropriate to the courses of training shall be provided	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
(2)	Each airplane shall be fitted with duplicated primary flight controls for use by the instructor and the student	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
(3)	The fleet shall include, as appropriate to the courses of training	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
(4)	Airplane(s) suitable for demonstrating stalling and spin avoidance	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
(5)	Airplane(s) suitably equipped to simulate instrument meteorological conditions and suitably equipped for the instrument flight training required	§ 141.63 § 141.139 V 12 (12.11.1.7.) (C)			
b	Approved training course requirements:				
(1)	Private Pilot License (PPL) Training course - Appendix A to GACAR-141	App. A to § 141			
(2)	Instrument rating Training Course- Appendix B to GACAR-141	App. B to § 141			
(3)	Commercial Pilot License (CPL) Training Course - Appendix C to GACAR-141	App. C to § 141			
(4)	Airline Transport Pilot License (ATPL) Training Course - Appendix D to GACAR-141	App. D to § 141			
(5)	Flight Instructor Training Course - Appendix E to GACAR-141	App. E to § 141			
(6)	Flight Instructor Instrument Training Course for (Airplane (A), Helicopter (H), or Powered-Lift Instrument Instructor Rating, as appropriate - Appendix F to GACAR-141	App. F to § 141			

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11	Approved Course Aircraft	GACAR-141 Reference	Compliance		
			YES	NO	NA
c	Aircraft ramp and records inspection:	§ 141.63 § 141.139 V 12 (12.11.1.7) (C)			
(1)	Certificate of Airworthiness	V 12 (12.11.1.7) (C)			
(2)	Certificate of Registration	V 12 (12.11.1.7) (C)			
(3)	Aircraft Radio Station License	V 12 (12.11.1.7) (C)			
(4)	Aircraft Operating Manual	V 12 (12.11.1.7) (C)			
(5)	Mass and balance documentation	V 12 (12.11.1.7) (C)			
(6)	Third Party Liability Insurance Certificate (Original or True Copy)	V 12 (12.11.1.7) (C)			
(7)	Organization approval Certificate	V 12 (12.11.1.7) (C)			
(8)	Checklist specified in the operations manual on board (QRH)	V 12 (12.11.1.7) (C)			
(9)	Flight crew member valid license with the appropriate rating (s)	V 12 (12.11.1.7) (C)			
(10)	Airplane Technical LOG (The airplane is airworthy) - Cross country flight	V 12 (12.11.1.7) (C)			
(11)	Flight guides up to date (e.g., Jeppesen, AIP) - Cross country flight & IFR	V 12 (12.11.1.7) (C)			
(12)	Operational flight plan - Cross country flight & IFR	V 12 (12.11.1.7) (C)			
(13)	Check aircraft in accordance with the accepted QRH	V 12 (12.11.1.7) (C)			
d	Only airplanes approved by CARC for training purposes shall be used - Cross country flight & IFR	V 12 (12.11.1.7) (C)			

12	Flight Synthetic Training Device (FSTD)	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	All Flight Simulator/Synthetic training devices required for GACAR 141 and/or 61 training programs are be qualified and approved in accordance with GACAR 60 and 141	§ 141.65 § 141.147			

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			Compliance		
13	Aerodrome (s) The base aerodrome, and any alternative base aerodrome, at which flying training is being conducted shall have at least the following facilities:	GACAR-141 Reference	YES	NO	NA
a	At least one runway or take-off area that allows training airplanes to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, as appropriate	§ 141.61			
(2)	Clearing all obstacles in the take-off flight path by at least 50 feet	§ 141.61			
(3)	With the power plant operation and the landing gear and flap operation (if applicable) recommended by the manufacturer	§ 141.61			
(4)	With a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques	§ 141.61			
b	A wind direction indicator that is visible at ground level from the ends of each runway	§ 141.61			
c	Adequate runway electrical lighting if used for night training	§ 141.61			
d	An air traffic control service except where, with the approval of CARC, the training requirements may be satisfied safely by another means of air/ground communications	§ 141.61			

			Compliance		
14	Quality Training	GACAR-141 Reference	YES	NO	NA
a	Training supervision effectiveness	§ 141.91 § 141.93			
b	Training is part of the operator quality assurance program	§ 141.91 § 141.93			
c	Quality system effectiveness	§ 141.91 § 141.93			

			Compliance		
15	Limitations	GACAR-141 Reference	YES	NO	NA
a	Check Limitations: Compliance with provisions of GACAR § 141.141	§ 141.141 V 12 (12.11.1.7) (C)			

