

**Training Centers & Flight Schools Section
Theoretical Knowledge Training Inspection Checklist
Pilot School - GACAR-PART 141
EBOOK V4 & V12**

• 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	Flight School shall prepare 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	Sub. E to § 141 V4 CHP 8 SEC 2 § 141.79			
b	Flight School shall make available to staff and, where appropriate, to students the information contained in the Training Manual, the operations Manual and the Flight School's approval documentation	Sub. E to § 141 § 141.79			
c	The amendment procedure shall be stated and amendments properly controlled	V4 CHP 8 SEC 2			
d	Approved by GACA	Sub. E to § 141			
e	The Training Manuals shall 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	V4 CHP 8 SEC 2			
(1)	Part 1 - The Training Plan	Sub. E to § 141			
(2)	Part 2 - Briefing and Air Exercises	V4 CHP 8 SEC 2			
(3)	Part 3 - Synthetic Flight Training	Sub. E to § 141			
(4)	Part 4 - Theoretical Knowledge Instruction	V4 CHP 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 (12.11.1.13.) (C) & CH 8 SEC 2)	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			

			Compliance		
3	Approved courses. Verify the list of approved courses are compliant with the GACAR-141 requirements GACAR 141 & (EBOOK V 12 (12.11.1.13.) (C) & CH 8 SEC 2)	GACAR-141 Reference	YES	NO	NA
a	The theoretical knowledge training material accepted by GACA	EBOOK V 3 (3.7.1.7.)			

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			Compliance		
4	Training Program	GACAR-141 Reference	YES	NO	NA
a	A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and theoretical knowledge instruction in a week-by-week or phase presentation, a list of standard exercises and a syllabus summary. In particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall 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 shall be acceptable to GACA	Sub. E to § 141 V4 CHP 8 SEC 2			
b	Verify, using the course as sample under item 2 approved courses, whether the training program of a course offered by the training organization is compliant with GACAR 141 and/or 61 requirements	Sub. E to § 141 V4 CHP 8 SEC 2			

			Compliance		
5	Operations Manual	GACAR-141 Reference	YES	NO	NA
a	Flight School shall prepare 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 shall make available to staff and, where appropriate, to students the information contained in the Training Manual, the operations Manual and the Flight School's approval documentation	§ 141 SUB C			
c	The amendment procedure shall be stated and amendments properly controlled	§ 141 SUB C			
d	Approved by GACA	§ 141 SUB C			
e	The Operations Manual shall provide relevant information to particular groups of staff, e.g., FIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc., and shall 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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6	Theoretical Knowledge Instruction Facilities	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	The following facilities for theoretical knowledge instruction must be available:	Sub. E to § 141 V4 CHP 8 SEC 2			
(1)	Adequate classroom accommodation for the current student population	Sub. E to § 141 V4 CHP 8 SEC 2			
(2)	The room's size is suitable to the maximum number of students that may be trained in the room at one time- check TCO approval	Sub. E to § 141.107 C (1) V4 CHP 8 SEC 2			
(3)	Suitable demonstration equipment to support the theoretical knowledge instruction	Sub. E to § 141 V4 CHP 8 SEC 2			
(4)	An R/T training and testing facility, if applicable	Sub. E to § 141 V4 CHP 8 SEC 2			
(5)	A reference library containing publications giving coverage of the syllabus, if applicable	Sub. E to § 141 V4 CHP 8 SEC 2			
(6)	Suitable Offices for the instructors	Sub. E to § 141 V4 CHP 8 SEC 2			
(7)	Adequate rest rooms	Sub. E to § 141 V4 CHP 8 SEC 2			

7	Ground Instructors	GACAR-141 Reference	Compliance		
			YES	NO	NA
a	Adequate number of ground instructors related to the number of students that may be trained in the room at one time	§ 141.49 (a) (1)			
b	Ground instructors hold valid certificate/authorization	App. G to § 141 § 141.49 § 141.145			
c	Ground Instructors meet the initial qualifications and training in accordance with GACAR 141 and 61-check records	APPENDIX G TO GACAR PART 141 GACAR 61			
d	Ground Instructors meet the recurrent qualifications and training in accordance with GACAR 141 and 61	APPENDIX G TO GACAR PART 141			
e	Ground Instructors standardization - check up to date	V 4 (4.8.4.19 (K) (1) § 141.145) (1)) V12 (12.11.1.7.)			
f	Instructional Standards - Attendance of theoretical training lecture(s)	V12 12.11.1.7. (B)			

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			Compliance		
8	Training Records	GACAR-141 Reference	YES	NO	NA
a	Flight School shall maintain and retain the following records for a period of at least (3) years, using appropriate administrative staff:	Sub. E to § 141			
(1)	Detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations	Sub. E to § 141			
(2)	Personal information, e.g., expiry dates of medical certificates, ratings, etc.	Sub. E to § 141			
b	The format of the student training records shall be specified in the Training Manual	Sub. E to § 141			
c	Flight School shall submit training records and reports as required by GACA	Sub. E to § 141			

			Compliance		
9	Quality of 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			

