CHECKLIST-TRAINING CENTER OPERATIONS MANUAL STRUCTURE EVALUATION
GACAR PART-142

Training Center Details		
Training Center Name		
Training Center Representative	**Name**	**Post (Position)**
	Phone Number	**E-Mail**

GACAR PART-142 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.			
1.9	**Policies dealing with:**			
a	The training organization's objectives, including ethics and values;			

GACAR PART-142 Requirements		OPS Manual Reference	Compliance	
			YES	NO
b	The selection of Training Center 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	FSTD maintenance facility			
e	Computer-based classrooms; and			
f	Briefing room			
g	Duty time limitations for Examiner/Evaluator, Instructor (number of hours/sessions, etc.)			
h	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-142, including awareness training with respect to their responsibilities within the Training Center'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-142			

CHAPTER 3. 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 FSTD handling (including checklists, limitations, performance limitations; maintenance and technical logs, in accordance with relevant requirements, etc.);			
f standard operating procedures;			
g FSTD maintenance procedures.			
h Emergency procedures;			
i Qualification Test Guide (QTG)			
j List of FSTDs (FFS, FTD, FNPT, etc.)			
k FSTD modification(s) and its procedure			

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	FSTD handling (including checklists, limitations, performance limitations; maintenance and technical logs, in accordance with relevant requirements, etc.);			
f	standard operating procedures;			
g	FSTD maintenance procedures.			
h	Emergency procedures;			
i	Qualification Test Guide (QTG)			
j	List of FSTDs (FFS, FTD, FNPT, etc.)			
k	FSTD modification(s) and its procedure			

CHAPTER 5. RECORDS		OPS Manual Reference	Compliance	
			YES	NO
a	General description			
b	**Procedures regarding:**			
1	attendance records;			
2	student training records;			
3	staff training and qualification records;			
4	persons responsible for checking records and student personal logs;			
5	Initial and recurrent training records			
6	nature and frequency of record checks;			
7	standardization of record entries;			
8	personal log entries; and			
9	security of records and documents.			
c	**Electronic Record keeping:**			
1	GACA approval			
2	Procedure			
3	Duration			
4	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:			
1	theoretical knowledge for flights; and			
2	flight simulation training			
3	Flight Training on Airplane, if applicable			
4	The general arrangements of daily and weekly program for flying training, ground training and flight simulation training.			
b	Training policies in terms of:			
1	weather constraints and information; if applicable			
2	maximum student training times for flight, theoretical knowledge, and flight simulation training, per day/week/month;			
3	restrictions in respect of training periods for students;			
4	duration of training flights at various stages;			
5	maximum individual student flying hours in any day or night period;			
6	maximum number of individual student training flights in any day or night period; and			
7	minimum rest periods between training periods.			

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			

Result of Operations Manual Assessment	
☐ **Approved**	☐ **Not Approved**

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Ref. Number	Remarks

Aviation Safety Inspector		
Name	**Signature**	**Date**

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