



Section/division
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Flight Operations
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Form Number: CA 141-03
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CHECKLIST FOR ATO ANNUAL INSPECTION

AVIATION TRAINING OPERATIONS AUDIT CHECKLIST (PART 141)						
Date of inspection / audit		ATO number	CAA			
Inspector(s) names						
Name of organisation						
Base of operation						
Postal address				Postal code		
Telephone number		Fax number				
Cellular phone number		E-mail				
Checklist Attachment	Name of Checklist	√	Comments			
CA 141-03A	Checklist for Training Operation Specifications					
CA 141-03B	Checklist for Technical Evaluation of Aircraft					
A. MANAGEMENT RESPONSIBILITY			YES	NO	Note	
1. Has the holder of the Certificate of Approval applied for renewal at least 60 days before the approval expires? (CAR 141.02.7)						
2. Does the organisation have a valid ATO Certificate with an operations specification. (CAR 141.01,3)						
3. Does the organisation have an approved, up to date amended Training Procedures Manual(CAR 141.01.2)						
B. QUALITY MANAGEMENT (QAS) (CAR 141.02.3)			N/A	YES	NO	Note
1. Does Organisation have a Quality Management System (QMS)?						
2. Is the organisation compliant with the QAS						
3. is there evidence to satisfy the above statement?						
4. Are here corrective action procedures in place?						
5. Are corrective action procedures followed when required?						
C. FLIGHT TRAINING			N/A	YES	NO	Note
1. Does the organisation have a system to monitor licence validities and currency requirements? (CAR 141.02.2 CATS 141.02.2.11.1c)						
2. Is the information up to date? (CAR 141.02.2 CATS 141.02.2.11.1c)						
3. Have the responsible persons signed for their duties and responsibilities. (CAR 141.02.2 CATS 141.02.2.7h)						
4. Is the list of instructors employed by the ATO up to date? (CAR 141.02.2 CATS 141.02.2.9/10)						
5. Is the list of aircraft utilised by the school up to date? (CAR 141.02.2 CATS 141.02.2.11)						
6. Does the organisation have training files for all instructors and students? (CAR 141.02.15 CATS 141.02.11.1c)						
7. Are the files compiled as reflected in the TPM (CAR 141.02.14b (CATS 141.02.11.1c))						
8. Are the training files complete in content and up to date? (CATS 141.02.11)						
9. Is there evidence to indicate that quality control measures are implemented within the training files (CAR 141.02.14b)						
10. When randomly perusing the training files, does it indicate involvement from the CFI with comments and the necessary signatures (CAR 141.02.3)						

11. Do the training files of the instructors reflect the TPM stated continuation training policy for the instructors in its employ (CAR 141.02.14b)				
12. At a random sample, does the employment policy of the organisation comply with the instructors who have been employed (CAR 141.02.14b)				
13. Are the functions of the instructors represented and signed for within the instructors training files? (CAR 141.02.2 CATS 141.02.2.7h)				
14. Are all the following records listed below complete and up to date:				
14(a) STUDENT RECORDS	N/A	YES	NO	Note
1. Personal Particulars (CAR 141.02.14b CATS 61.01.16(1)(m))				
2. Copy of I.D or passport (CAR 141.02.14b CATS 61.01.16(1)(m)(i))				
3. Copy of valid Student Pilots Licence (CAR 141.02.14b))				
4. Student Pilots Licence signed? (CAR 61.02.3.2))				
5. Copy of valid medical (CAR 61.02.2(c))				
6. Aircraft technical exams before solo (CATS 61.01.16(1)(m)(iv) CATS 61.02.1(1))				
7. Pre-solo exam (CATS 61.01.16(1)(m)(iv) CATS 61.02.1(1))				
8. Radio Telephony Exam / Certificate / Licence Endorsement Requirements (CATS 61.01.16(1)(m)(iv))				
9. Logbooks held on premises? (CAR 141.02.15 CATS 61.01.16(1)(m))				
10. Authorised for solo circuit (CATS 61.02.5 (2)(c))				
11. Aircraft endorsed in logbook before solo flight (CATS 61.02.5))				
12. Dual flight before solo for first 3 hours (CATS 61.02.5.(2)(e))				
13. Authorised for solo GF (CATS 61.02.5(2)(f))				
14. Authorised for solo navigation (CATS 61.02.5(2)(f))				
15. 1 Hour dual for every 5 th hour solo (CATS 61.02.5(2)(e)(i))				
16. 10 hour progress checks completed (CATS 61.02.5(9)(a))				
17. 10 hour progress checks endorsed in logbook (CATS 61.02.5(9)(c))				
18. Do the progress reports comply with all requirements? (CATS 61.01.16(1)(8)(m)(iii))				
19. Are all exercises authorised as required? (CATS 61.01.16(1)(8)(c))				
14(b) INSTRUCTOR RECORDS	N/A	YES	NO	Note
1. Personal Particulars (CAR 141.02.14b)				
2. Copy of valid licence (CAR 141.02.14b CARS 61.16.1a)				
3. Licence signed? (CAR 61.05.2.(5))				
4. Copy of valid medical (CAR 61.01.6)				
5. List of aircraft that the instructor is rated on (CATS 141.02.2.3(5))				
6. Progress reports completed for proficiency checks (CATS 61.01.16(1)(8)(m)(iii))				
D. FLIGHT SAFETY	N/A	YES	NO	Note
1. Is there evidence that the organisation is attempting to follow the safety programme (CAR 141.02.14b)				
2. Does the organisation have a feed back, red tag or similar system to notify airmen of aviation related items which needs to be brought to their attention (CATS 141.02.2.12j)				
3. Is there a flight safety file or collected documentation to verify flight safety activities in the organisation (CAR 141.02.14b)				
E. ACCIDENT AND INCIDENT REPORTING				
1. Does the organisation promote aviation safety to reduce the risk of aviation accidents or incidents (CAR 12.01.2)				
2. Are there such forms readily available (CAR 12.02.2)				
3. Is there an established CAHRS procedure (CAR 12.01.8)				
F. EMERGENCY RESPONSE PLAN	N/A	YES	NO	Note

1. Does the organisation have an emergency response plan (CAR 141.02.14b CATS 141.02.3a(2)(e))				
2. Is the emergency response plan visible? (CAR 141.02.14b)				
G. INFRASTRUCTURE	N/A	YES	NO	Note
1. Is the telephone manned during operations? (CAR 141.02.5)				
2. Fire extinguishers (CAR 141.02.5)				
3. First aid equipment (CAR 141.02.5)				
4. Is there a suitable aeronautical map showing the training areas, connecting corridors, frequencies, restricted /danger / no-go areas etc.? (CAR 141.02.5)				
H. PUBLICATIONS (CAR 141.02.5 CAR 141.02.15)	N/A	YES	NO	Note
Are all the following documents available and up to date?				
1. Access to CAR & CATS				
2. AIP'S				
3. Access to AIC's & SUPPS				
NOTES ON FINDINGS:				
Kindly number notes in columns provided on previous pages and use numbers on this page for cross reference. Make copies of this page if additional space is required.				
Severe non compliance: . Constitutes non-compliance which necessitate the exercising of immediate discretionary enforcement action/powers vested in the inspectors, authorized officers and/or authorized persons in the interest of safeguarding aviation safety				
Major non compliance: Constitutes non-compliance requiring the client to develop action plans with time frames and coupled with a follow-up inspection to verify rectification of the non-compliance				
Non compliance:: Constitutes non-compliance which is left to the client to rectify and which will not necessitate a follow-up inspection but which can be followed up at the next inspection. The client is required to notify the CAA when the rectification has been effected within an agreed timeframe.				
NUMBER	NOTE			

DE – BRIEF		
Operator Representatives		
CAA Representatives		
General Operation		
Training: General Overview		
Administration of the ATO		
Documentation		
FINDINGS		
Severe	Major	Finding

SIGNATURE OF FLIGHT OPERATIONS INSPECTOR: PART 141	NAME IN BLOCK LETTERS	DATE
I was de-briefed on the inspection and read the comments by the Flight Operations Inspector and/or Airworthiness Inspector		
SIGNATURE OF REPRESENTATIVE OF INSPECTED ORGANISATION	NAME IN BLOCK LETTERS	DATE
SIGNATURE OF MANAGER: PART 141	NAME IN BLOCK LETTERS	DATE