



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Flying Training Organizations**  
**TRTOs Organization and Infrastructure Inspection Checklist**

Appendix 2 to JCAR-FCL 1.055

<b>• Inspector Name</b>		<b>• Organization Name</b>	
<b>• Date</b>		<b>• Operator Representative</b>	

<b>1</b>	<b>Accountable manager</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	ATRTO shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard	Para 8		
b	The Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities	IEM FCL 1.055 Para 5		

<b>2</b>	<b>Head of Training</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 12		
b	The HT's responsibilities shall include ensuring that the TRTO complies with JCAR-FCL 1 requirements. This person is ultimately directly responsible to CARC	Para 12		
c	Head of Training shall be type rating instructor/synthetic flight instructor	Para 12		
d	Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual	Para 11		
e	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 11		
f	The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented	Para 13		

<b>3</b>	<b>Chief of Flying Instructors</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 11		
b	The CFI shall be responsible for the supervision of flight and synthetic flight instructors to ensure the maintenance of high standards	Para 11		
c	Chief of flying instructor shall be type rating instructor/synthetic flight instructor	Para 11		
d	Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual	Para 11		
e	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 11		
f	The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented	Para 13		

<b>4</b>	<b>Chief of Ground Instructors</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 11		
b	The CGI shall be responsible for the supervision of all ground instructors to ensure the maintenance of high standards	Para 19		
c	Chief of ground instructors qualification:			
(1)	The CGI shall have a practical background in aviation	Para 11		
(2)	Hold ground instructor authorization	Para 11		
(3)	have had extensive previous experience in giving theoretical knowledge instruction	Para 11		
d	Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual	Para 11		
e	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 11		
f	The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented	Para 13		



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<b>5 Safety Management System Manager</b>		<b>Reference</b>	<b>YES</b>	<b>NO</b>
a	Approved by CARC	Part 19.105		
b	The organization shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS	Part 19.105		
c	<b>Safety Management System Manager Qualification:</b>			
(1)	Broad aviation technical knowledge	ICAO Doc. 9859		
(2)	An extensive knowledge of safety management systems (SMS) and have completed appropriate SMS training	ICAO Doc. 9859		
(3)	An understanding of risk management principles and techniques to support the SMS	ICAO Doc. 9859		
(4)	Experience implementing and/or managing an SMS	ICAO Doc. 9859		
(5)	Experience and qualifications in aviation accident/incident investigation and human factors	ICAO Doc. 9859		
(6)	Experience and qualifications in conducting safety/quality audits and inspections	ICAO Doc. 9859		
(7)	Sound knowledge of aviation regulatory frameworks, including ICAO Standards and Recommended Practices (SARPS) and relevant civil aviation regulations	ICAO Doc. 9859		
d	Details of the management structure, indicating individual responsibilities, shall be included in the TRTO's Operations Manual	Para 11		
e	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 11		
f	The TRTO shall have adequate personnel necessary to accomplish the training objectives. The duties of each instructor shall be identified and documented	Para 13		
<b>6 Quality Manager</b>		<b>JCARs</b>	<b>YES</b>	<b>NO</b>
a	Acceptable by CARC	IEM FCL 1.055 Para 1		
b	The manager, is responsible for the management of the Quality System, monitoring function and requesting corrective actions	IEM FCL 1.055 Para 1		
c	The Quality Manager should be responsible for ensuring that the Quality Assurance Program is properly implemented, maintained and continuously reviewed and improved	IEM FCL 1.055 Para 1		
d	<b>Quality Manager Qualification</b>	AC-28-33		
(1)	Practical experience and expertise in the application of aviation safety standards and safe operating practices	AC-28-33		
(2)	Three years aeronautical industry work experience of which at least one year should be in aviation training organization	AC-28-33		
(3)	Has received quality training	AC-28-33		
(4)	Familiarity with knowledge aviation regulatory frameworks and organization manuals	AC-28-33		
(5)	Comprehensive knowledge of aviation training organization Quality System & Quality Manual	AC-28-33		
e	Details of the management structure, indicating individual responsibilities, shall be included in the FTO's Operations Manual	Para 10		
f	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 10		
g	Details of the management structure, indicating individual responsibilities, shall be included in the FTO's Operations Manual	Para 10		
h	The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	Para 10		
<b>7 Flight Operations Accommodation. The following accommodation shall be available:</b>		<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	An operations room with facilities to control flying operations - if applicable	Para 23		
b	A flight planning room with the following facilities: - if applicable	Para 23		
(1)	Appropriate current maps and charts	Para 23		
(2)	Current AIS information	Para 23		
(3)	Current meteorological information	Para 23		
(4)	Communications to ATC and the operations room	Para 23		
(5)	Any other flight safety related material	Para 23		
c	Adequate briefing rooms/cubicles of sufficient size and number	Para 23		
d	Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc	Para 23		
e	Furnished crew-room(s) for instructors and students	Para 23		



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<b>8</b>	<b>Theoretical Knowledge Instruction Facilities.</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	The following facilities for theoretical knowledge instruction shall be available:	Para 23		
(1)	Adequate classroom accommodation for the current student population	Para 23		
(2)	Suitable demonstration equipment to support the theoretical knowledge instruction	Para 23		
(3)	A reference library containing publications giving coverage of the syllabus	Para 23		
(4)	Offices for the instructional staff	Para 23		

<b>9</b>	<b>Operations Manual</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	A TRTO 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	Para 25		
b	A TRTO shall make available to staff and, where appropriate, to trainees the information contained in the Training Manual, the Operations Manual and the TRTO's approval documentation.	Para 25		
c	The amendment procedure shall be stated and amendments properly controlled	Para 25		
d	Approved by CARC	Para 27		
e	The Operations Manual shall provide relevant information to particular groups of staff, e.g. TRIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc. and shall contain the following:	Para 27		
(1)	General	Para 27		
(2)	Technical	Para 27		
(3)	Route	Para 27		
(4)	Staff Training	Para 27		

<b>10</b>	<b>Training Manual</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	A TRTO 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	Para 25		
b	A TRTO shall make available to staff and, where appropriate, to trainees the information contained in the Training Manual, the Operations Manual and the TRTO's approval documentation.	Para 25		
c	The amendment procedure shall be stated and amendments properly controlled	Para 25		
d	Approved by CARC	Para 26		
e	The Training Manual shall state the standards, objectives and training goal for each phase of training that the trainees are required to comply with, including stating the entry requirements for each course, as applicable. It shall include the following:	Para 26		
(1)	Part 1 - The Training Plan	Para 26		
(2)	Part 2 - Briefing and Air Exercises	Para 26		
(3)	Part 3 - Synthetic Flight Training	Para 26		
(4)	Part 4 - Theoretical Knowledge Instruction	Para 26		

<b>11</b>	<b>Safety Management System Manual</b>	<b>JCAR</b>	<b>YES</b>	<b>NO</b>
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a	An operator and /or service provider shall develop and maintain SMS documentation	Part 19. 109		
c	Approved by CARC	Part 19. 109		

<b>12</b>	<b>Quality Manual</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	The document containing the relevant information pertaining to the operator quality system and quality assurance program	IEM FCL 1. 055 Para 1		
b	Approved by CARC	IEM FCL 1. 055 Para 1		

<b>• Inspection Result</b>				
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory			



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<b>• Remarks</b>	

<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>