



**Flight Operations Standards Department**  
**General Aviation & Training Section - Flying Training Organizations**  
**TRTOs Theoretical Training Inspection Checklist**

Appendix 2 to JCAR-FCL 1.055

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

1	Training Manuals	JCAR FCL 1	YES	NO
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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		

2	Approved courses. Verify approved courses are compliant with the JCAR-FCL requirements	JCAR FCL 1	YES	NO
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a	MPL(A) integrated course, Appendix 1 to JCAR-FCL 1.520 & 1.525 and AMC FCL 1.520 & 1.525	Para 4		
b	Multi-crew co-operation course, Appendix 1 to JCAR-FCL 1.261(d) and AMC FCL 1.261(d)	Para 4		
c	Type and class ratings – Knowledge and flight instruction, JCAR-FCL 1.261	Para 4		
d	Class and Type Rating course HPA – theory only, Appendix 1 to JCAR-FCL 1.251 and AMC FCL 1.251	Para 4		
e	Airplane Zero Flight Time Type Rating course, Appendix 1 to JCAR-FCL 1.261(c)(2)	Para 4		
f	Type Rating Instructor course, Appendix 1 to JCAR-FCL 1.365 and AMC FCL 1.365	Para 4		
g	Synthetic flight instructor authorization (airplane) SFI (A), JCAR-FCL 1.410 SFI (A) – Requirements and Appendix 1 to JCAR-FCL 1.365 Course for the type rating instructor rating for multi-pilot airplane (TRI) (MPA)	Para 4		
h	Multi Crew Co-operation Course Instructor authorization MCCI, JCAR-FCL 1.417 MCCI (A) -Requirements and AMC JCAR-FCL 1.417 Course For the Multi Crew Co-operation Course Instructor (MCCI(A)) Authorization	Para 4		

3	Training Material	JCAR FCL 1	YES	NO
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a	The theoretical knowledge training material accepted by CARC	Para 26		
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4	Training Program	JCAR FCL 1	YES	NO
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a	A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and ground training 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 trainees 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 flight training	Para 21		
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 the JCAR-FCL requirements	Para 21		





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<b>5</b>	<b>Operations Manual.</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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>6</b>	<b>Theoretical Knowledge Instruction Facilities</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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>7</b>	<b>Ground Instructors</b>	<b>JCARs</b>	<b>YES</b>	<b>NO</b>
a	Valid ground instructor authorization	Para 16/AC- 28-006		
b	Instructional Standards - attendance of theoretical training lecture(s)	Para 17		
<b>8</b>	<b>Training Records</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	A TRTO shall maintain the following records and retain for a period of at least (5) years, using appropriate administrative staff:	Para 18		
(1)	Pilot trainee's assessments before and during the course	Para 18		
(2)	Details of theoretical knowledge, flying, and simulated flight training given to individual trainees	Para 18		
(3)	Personal information, (expiry dates of medical certificates, ratings, etc.) related to TRTO's personnel	Para 18		
b	The format of the trainee's training records shall be specified in the Training Manual	Para 19		
c	The TRTO shall submit training records and reports as required by CARC	Para 20		
<b>9</b>	<b>Quality system</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	Training supervision effectiveness	Para 3		
b	The sub-contracted element of the course if applicable	Para 3		
c	Training is part of the operator quality assurance program	Para 3		
d	Quality system effectiveness	Para 3		





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

<b>• Remarks</b>	

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

