

**Flight Operations Standards Department** 

Flight Crew Licensing & Training Section - Theoretical Training Organization

**TTOs Organization and Infrastructure Inspection Checklist** 

Inspector Name	<ul> <li>Organization Name</li> </ul>	
• Date	<ul> <li>Operator Representative</li> </ul>	

1	Accountable Manager	JCARs	YES	NO
			T	
а	Theoretical Training organization shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available (see IEM No. 2 to JCAR-FCL 1.055) to conduct training to the approved standard	Para 4.3.1		
b	The Accountable Manager will have overall responsibility for the Quality System including the frequency, format and structure of the internal management evaluation activities	Para 4.3.1		

#### Head of Training 2

a	Approved by CARC	Para 4.3.2	
b	The head of training responsibilities shall include ensuring that the theoretical training organization complies with JCARs requirements This person is ultimately directly responsible to CARC and requires CARC approval	Para 4.3.2	
с	Head of training qualification:	Para 4.3.2	
(1)	Head of Training shall hold ground instructor authorization related to the approved theoretical training subjects	Para 4.3.2	
(2)	Shall possess a sound managerial capability	Para 4.3.2	
d	The training manual shall includes the name, duties and qualifications of the person designated responsible for compliance with the requirements of the approval	Para 4.2.1	
e	The training manual shall includes a description of the duties and qualifications of the personnel designated as responsible for planning, performing and supervising the training	Para 4.2.1	

### 3 Quality Manager

### **JCARs** YES NO

YES NO

**JCARs** 

а	Acceptable by CARC	Para 4.3.3	
b	The manager is responsible for the management of the quality system, monitoring function and requesting corrective actions	Para 4.3.3	
с	The Quality Manager should be responsible for ensuring that the quality assurance program is properly implemented, maintained and continuously reviewed and improved	Para 4.3.3	
d	Quality Manager Qualification:	Para 4.3.3	
(1)	Three years aeronautical industry work experience of which at least one year should be in aviation training organization	Para 4.3.3	
(2)	Has received quality training	Para 4.3.3	
(3)	Familiarity knowledge with aviation regulatory frameworks and organization manuals	Para 4.3.3	
(4)	Comprehensive knowledge of aviation training organization quality system & quality manual	Para 4.3.3	
e	The training manual shall includes the name, duties and qualifications of the person designated responsible for compliance with the requirements of the approval	Para 4.2.1	
f	The training manual shall includes a description of the duties and qualifications of the personnel designated as responsible for planning, performing and supervising the training	Para 4.2.1	

#### 4 **Theoretical Knowledge Instruction Facilities JCARs** YES NO The following facilities for theoretical knowledge instruction shall be available: Para 4.7.1 а The classroom should be such that each student is allowed reasonable working area. The (1)Para 4.7.1 overall size of the classroom shall be determined by multiplying the expected number of students by 1.4 square meters (2) Class room shall be available with the minimum furniture needed like white board, a desk or Para 4.7.1 table and chair for each student. The classroom should have required training aids like projection media (Power point, slides, overheads, TV, etc.). (3) At least another classroom shall be made available to serve as an emergency and survival Para 4.7.1 procedures lecture room (Cabin safety training only) (4) The maximum permissible number of trainees in a class room shall be a ratio of 15 trainees Para 4.7.1 for one instructor and 25 trainees for 2 instructors



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4	Theoretical Knowledge Instruction Facilities Continue	JCARs	YES	NO
			-	1
b	The learning environment:	Para 4.7.1	_	
(1)	The climate must be comfortable	Para 4.7.1	_	
(2)	Lighting must be of adequate level for work or viewing	Para 4.7.1		
(3)	Distracting sounds must be kept to a minimum	Para 4.7.1		
(4)	Work areas must be aesthetically pleasing	Para 4.7.1		
(5)	Training equipment must be adequate	Para 4.7.1		
5	Training Manual	JCARs	YES	NC
	Theoretical training energiestics shall arrange and avaiate Training Manual containing	Para 4.2.1		
a	Theoretical training organization shall prepare and maintain Training Manual containing information and instructions to enable staff to perform their duties and to give guidance to	Pala 4.2.1		
	students on how to comply with course requirements			
b	The organization shall make available to staff and, where appropriate, to students the	Para 4.2.1		
U	information contained in the Training Manual	1 ala 4.2.1		
с	Approved by CARC	Para 4.2.1		
d	The Training Manuals shall state the standards, objectives and training goals that the students	Para 4.2.1		
u	are required to comply with and shall include the following:	1 a1a 4.2.1		
(1)	Administration and control of the training manual	Para 4.2.1	-	
(1) (2)	A general description of the scope of training authorized under the organization's terms of	Para 4.2.1		
(2)	approval	1 414 7.2.1		
(3)	The contents of the training programs offered including the courseware and equipment to be	Para 4.2.1		
(3)	used	1 ulu 1.2.1		
(4)	A description of the organization's quality assurance system	Para 4.2.1		
(5)	A description of the organization's facilities	Para 4.2.1		
(6)	A description of the duties and qualifications of the personnel designated as responsible for	Para 4.2.1		
(0)	planning, performing and supervising the training	1 414 112.1		
(7)	A description of the procedures used to establish and maintain the competence of instructional	Para 4.2.1		
(')	personnel	1 ulu 1.2.1		
(8)	A description of the method used for the completion and retention of the training records	Para 4.2.1		
(9)	A description, when applicable, of additional training needed to comply with an operator's	Para 4.2.1		
$\langle \cdot \rangle$	procedures and requirements			
(10)	Each lesson plan shall identify the goal of the particular lesson with defined and documented	Para 4.2.1		
(10)	required knowledge, skill and attitude	1 414 1.2.1		

• Inspection Result

□ Unsatisfactory

• Ren	• Remarks			

Inspector Name	Signature	Date