



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

Appendix 1(a) 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</b>	<b>YES</b>	<b>NO</b>
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a	A FTO/TRTO shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard	Para 9		
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</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 14		
b	The HT shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction	Para 14		
c	The HT shall have overall responsibility for supervising the progress of individual students	Para 14		
d	Head of training qualification:			
(1)	Shall have had extensive experience in training as a flight instructor for professional pilot licenses	Para 14		
(2)	Shall possess a sound managerial capability	Para 14		
(3)	Shall hold or have held in the three years prior to first appointment as a HT, a professional pilot license and rating(s) issued in accordance with ICAO Annex 1, related to the flying training courses conducted	Para 14		
e	Details of the management structure, indicating individual responsibilities, shall be included in the FTO's/TRTO'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	The FTO shall satisfy CARC that an adequate number of qualified, competent staff is employed. For integrated courses, head of training shall be employed full time	Para 11		

<b>3</b>	<b>Chief of Flying Instructors</b>	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 15		
b	The CFI shall be responsible for the supervision of flight and synthetic flight instructors and	Para 15		
c	The CFI shall be responsible for the standardization of all flight instruction and synthetic flight instruction	Para 15		
d	Chief of flying instructor qualification:			
(1)	Hold the highest professional pilot license related to the flying training courses conducted	Para 15		
(2)	Hold the rating(s) related to the flying training courses conducted	Para 15		
(3)	Hold a flight instructor rating for at least one of the types of airplane used on the course; and	Para 15		
(4)	Have completed (1000) hours pilot in command flight time of which a minimum of (500) hours shall be on flying instructional duties related to the flying courses conducted of which (200) hours may be instrument ground time	Para 15		
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	The FTO shall satisfy CARC that an adequate number of qualified, competent staff is employed. For integrated courses, chief of flying instructors shall be employed full time	Para 10		



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<b>4</b>	<b>Chief of Ground Instructors</b>	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
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a	Approved by CARC	Para 19		
b	The CGI shall be responsible for the supervision of all ground instructors	Para 19		
c	The CGI shall be responsible for the standardization of all theoretical knowledge instruction	Para 19		
d	Chief of ground instructors qualification:			
(1)	The CGI shall have a practical background in aviation	Para 19		
(2)	Have undergone a course of training in instructional techniques	Para 19		
(3)	have had extensive previous experience in giving theoretical knowledge instruction	Para 19		
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	The FTO shall satisfy CARC that an adequate number of qualified, competent staff is employed. For integrated courses, chief of ground instructors shall be employed full time	Para 10		

<b>5</b>	<b>Safety Management System Manager</b>	<b>Reference</b>	<b>YES</b>	<b>NO</b>
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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	Safety Management System Manager Qualification:			
(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		
c	Details of the management structure, indicating individual responsibilities, shall be included in the FTO's Operations Manual	Para 10		
d	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		
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		

<b>6</b>	<b>Quality Manager</b>	<b>JCARs</b>	<b>YES</b>	<b>NO</b>
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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	Quality Manager Qualification	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		



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<b>6</b>	<b>Quality Manager</b> <i>Continue</i>	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
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</b>	<b>Flight Operations Accommodation.</b> The following accommodation shall be available:	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
a	An operations room with facilities to control flying operations	Para 28		
b	A flight planning room with the following facilities:	Para 28		
(1)	Appropriate current maps and charts	Para 28		
(2)	Current AIS information	Para 28		
(3)	Current meteorological information	Para 28		
(4)	Communications to ATC and the operations room	Para 28		
(5)	Maps showing standard cross-country routes	Para 28		
(6)	Maps showing current prohibited, danger and restricted areas	Para 28		
(7)	Any other flight safety related material	Para 28		
c	Adequate briefing rooms/cubicles of sufficient size and number	Para 28		
d	Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc	Para 28		
e	Furnished crew-room(s) for instructors and students	Para 28		
<b>8</b>	<b>Theoretical Knowledge Instruction Facilities</b>	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
a	The following facilities for theoretical knowledge instruction shall be available:	Para 29		
(1)	Adequate classroom accommodation for the current student population	Para 29		
(2)	Suitable demonstration equipment to support the theoretical knowledge instruction	Para 29		
(3)	An R/T training and testing facility	Para 29		
(4)	A reference library containing publications giving coverage of the syllabus	Para 29		
(5)	Offices for the instructional staff	Para 29		
<b>9</b>	<b>Operations Manual</b>	<b>JCAR FCL</b>	<b>YES</b>	<b>NO</b>
a	A FTO 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 31		
b	A FTO shall make available to staff and, where appropriate, to students the information contained in the Training Manual, the operations Manual and the FTO's approval documentation	Para 31		
c	The amendment procedure shall be stated and amendments properly controlled	Para 31		
d	Approved by CARC	Para 33		
e	The Operations Manual shall provide relevant information to particular groups of staff, e.g. FIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc., and shall include the following:	Para 33		
(1)	General	Para 33		
(2)	Technical	Para 33		
(3)	Route	Para 33		
(4)	Staff Training	Para 33		

