



**Flight Operations Standards Department**  
**General Aviation & Training Section - Flying Training Organizations**  
**FTOs Theoretical Training 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>	

1	Training Manual	JCAR FCL 1	YES	NO
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a	A FTO 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 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 32		
e	The Training Manuals shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following	Para 32		
(1)	Part 1 - The Training Plan	Para 32		
(2)	Part 2 - Briefing and Air Exercises	Para 32		
(3)	Part 3 - Synthetic Flight Training	Para 32		
(4)	Part 4 - Theoretical Knowledge Instruction	Para 32		

2	Approved courses. Verify approved courses are compliant with the JCAR-FCL requirements	JCAR FCL 1	YES	NO
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a	Private Pilot License course, Appendix 1 to JCAR-FCL 1.125 and AMC FCL 1.125	Para 4		
b	Instrument rating (A) - Modular flying training course, Appendix 1 to JCAR-FCL 1.205	Para 4		
c	CPL modular course, Appendix 1 to JCAR-FCL 1.160 & 1.165(a)(4) and AMC FCL 1.160 & 1.165(a)(4)	Para 4		
d	CPL integrated course, Appendix 1 to JCAR-FCL 1.160 & 1.165(a)(3) and AMC FCL 1.160 & 1.165(a)(3)	Para 4		
e	CPL(A)/IR integrated course, Appendix 1 to JCAR-FCL 1.160 & 1.165(a)(2) and AMC FCL 1.160 & 1.165(a)(2)	Para 4		
f	ATP integrated course, Appendix 1 to JCAR-FCL 1.160 & 1.165(a)(1) and AMC FCL 1.160 & 1.165(a)(1)	Para 4		
g	MPL(A) integrated course, Appendix 1 to JCAR-FCL 1.520 & 1.525 and AMC FCL 1.520 & 1.525	Para 4		
h	Multi-crew co-operation course, Appendix 1 to JCAR-FCL 1.261(d) and AMC FCL 1.261(d)	Para 4		
i	Type and class ratings – Knowledge and flight instruction, JCAR-FCL 1.261	Para 4		
j	Class and Type Rating course HPA – theory only, Appendix 1 to JCAR-FCL 1.251 and AMC FCL 1.251	Para 4		
k	Flight Instructor course, Appendix 1 to JCAR-FCL 1.340 and AMC FCL 1.340	Para 4		
l	Instrument Rating Instructor course, Appendix 1 to JCAR-FCL 1.395 and AMC FCL 1.395	Para 4		
m	Flight Instructor and Instrument Rating Instructor refresher seminar, JCAR-FCL 1.355(a)(2) and AMC FCL 1.355(a)(2)	Para 4		
n	Class Rating Instructor course, SPA and ME: Appendix 1 to JCAR-FCL 1.380 and AMC FCL 1.380	Para 4		
o	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		
p	Synthetic training instructor authorization (airplane) STI (A), JCAR-FCL 1.419 Privileges, requirements, revalidation and renewal	Para 4		
q	ATPL (A) – Modular theoretical knowledge course, Appendix 1 to JCAR-FCL 1.28	Para 4		

3	Training Materials	JCAR FCL 1	YES	NO
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a	The theoretical knowledge training material accepted by CARC	Para 32		
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Appendix I(a) to JCAR-FCL 1.055

4	Training Program	JCAR FCL 1	YES	NO
a	A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and theoretical knowledge instruction 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 students 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 training. The content and sequence of the training program shall be acceptable to CARC	Para 24		
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 24		
5	Operations Manual	JCAR FCL 1	YES	NO
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		
6	Theoretical Knowledge Instruction Facilities	JCAR FCL 1	YES	NO
a	The following facilities for theoretical knowledge instruction shall be available:			
(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		
7	Ground Instructors	JCAR	YES	NO
a	Class numbers in ground subjects involving a high degree of supervision or practical work shall not normally exceed (12) students	Para 13		
b	Ground instructor authorization	Para 20/AC- 28-006		
(1)	Meteorology Instructor Authorization	Para 20/AC- 28-006		
(2)	Navigation Instructor Authorization	Para 20/AC- 28-006		
(3)	Aerodynamics instructor authorization	Para 20/AC- 28-006		
(4)	Performance Instructor Authorization	Para 20/AC- 28-006		
c	Valid ground instructor authorization	Para 20/AC- 28-006		
d	Instructional Standards - Attendance of theoretical training lecture(s)	Para 31-33		





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<b>8</b>	<b>Training Records</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	A FTO shall maintain and retain the following records for a period of at least (5) years, using appropriate administrative staff:	Para 21-23		
(1)	Detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations	Para 21-23		
(2)	Personal information, e.g. expiry dates of medical certificates, ratings, etc	Para 21-23		
b	The format of the student training records shall be specified in the Training Manual	Para 21-23		
c	The FTO shall submit training records and reports as required by CARC	Para 21-23		

<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		

• **Inspection Result**

**Satisfactory**  **Unsatisfactory**

• **Remarks**


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

