



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section – Flying Training Organizations**  
**FTOs Flight 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>	

<b>1</b>	<b>Training Manual</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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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		

<b>2</b>	<b>Approved courses. Verify approved courses are compliant with the JCAR-FCL requirements</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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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		



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<b>3</b>	<b>Training Program</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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		
<b>4</b>	<b>Operations Manual</b>	<b>JCAR FCL 1</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		
<b>5</b>	<b>Flight Operations Accommodation.</b> The following accommodation shall be available:	<b>JCAR FCL 1</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		
f	Furnished crew-room(s) for instructors and students	Para 28		



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<b>6</b>	<b>Flight Instructors</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	The ratio of all students to flight instructors, excluding the HT, shall not normally exceed 6:1. Class numbers in ground subjects involving a high degree of supervision or practical work shall not normally exceed (12) students	Para 13		
(1)	Student number - Check number	Para 13		
(2)	Flight instructor number - Check number	Para 13		
b	Instructors ratings:	Subpart - H		
(1)	Class Rating Instructor (CRI)	Subpart - H		
(2)	Flight Instructor (FI)	Subpart - H		
(3)	Instrument Rating Instructor (IRI)	Subpart - H		
(4)	Type Rating Instructor (TRI)	Subpart - H		
(5)	Multi Crew Cooperation Instructor (MCCI)	Subpart - H		
(6)	Synthetic Training Instructor (STI)	Subpart - H		
(7)	Synthetic Flight Instructor (SFI)	Subpart - H		
b	Valid flight crew license - License expiry date	FCL 1.025		
c	Valid English language proficiency - English proficiency expiry date	App 1 FCL 1.010		
d	Valid type/class rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.245		
e	Valid instrument rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.185		
f	Valid instructor rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.315		
g	Valid medical - Medical expiry date	FCL 1.025		
h	Standardizations training - Last standardization	Operations manual		
i	Instructional Standards - Supervise the conduct of training flight (Airplane)	Para 31-33		
j	Instructional Standards - Supervise the conduct of synthetic training flight (FSTD)	Para 31-33		

<b>7</b>	<b>Flight Examiners</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Examiners authorization:	Subpart I		
(1)	Class Rating Examiner (CRE)	Subpart I		
(2)	Flight Examiner(FE)	Subpart I		
(3)	Flight Instructor Examiner(FIE)	Subpart I		
(4)	Instrument Rating Instructor (IRE)	Subpart I		
(5)	Type Rating Examiner (TRI)	Subpart I		
(6)	Synthetic Flight Examiner (SFE)	Subpart I		
b	Valid flight crew license - License expiry date	FCL 1.025		
c	Valid English language proficiency - English proficiency expiry date	App 1 FCL 1.010		
d	Valid type/class rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.245		
e	Valid instrument rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.185		
f	Valid instructor rating - Last skill test/proficiency check for rating revalidation/renewal	FCL 1.315		
g	Valid medical - Medical expiry date	FCL 1.025		
h	Valid examiner authorization - Authorization expiry date	FCL 1.430		
i	Skill test/Proficiency check Standards - Supervise the conduct of Skill test/Proficiency check (airplane)	Para 31,32 & 33		
j	Skill test/Proficiency check Standards - Supervise the conduct of skill test/Proficiency check (FSTD)	Para 31,32 & 33		

<b>8</b>	<b>Student Pilot</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Student pilot license - License expiry date	FCL 1.025		
b	Private pilot license - License expiry date (If applicable)	FCL 1.025		
c	Valid medical - Medical expiry date	FCL 1.025		
d	VFR navigation progress test - Check requirements and progress report	FCL 1.165		
e	Instrument rating skill test - Check requirements and skill test report	Subpart - E		
f	Type/Class rating skill test - Check requirements and skill test report	FCL 1.165		
g	Valid English language proficiency - English proficiency expiry date	App 1 FCL 1.010		



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<b>9</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)	Details of ground, flying, and simulated flight training given to individual students	Para 21-23		
(2)	Detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations	Para 21-23		
(3)	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>10</b>	<b>Flight and Rest Time</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	The maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties of instructor shall be acceptable to CARC:	Para 17		
(1)	Maximum flying duty period and flight time limitations (flying instructors) – Check in accordance with operations manual	Para 17		
(2)	Maximum flying duty period and flight time limitations (students) – Check in accordance with operations manual	Para 17		
(2)	Minimum rest periods (flying instructors) - Check in accordance with operations manual	Para 17		
(3)	Minimum Rest periods (students) - Check in accordance with operations manual	Para 17		
<b>11</b>	<b>Approved Course Aircraft</b>	<b>JCARs</b>	<b>YES</b>	<b>NO</b>
a	Training airplane requirements			
(1)	An adequate fleet of training airplanes appropriate to the courses of training shall be provided	Para 25		
(2)	Each airplane shall be fitted with duplicated primary flight controls for use by the instructor and the student	Para 25		
(3)	The fleet shall include, as appropriate to the courses of training	Para 25		
(4)	Airplane(s) suitable for demonstrating stalling and spin avoidance	Para 25		
(5)	Airplane(s) suitably equipped to simulate instrument meteorological conditions and suitably equipped for the instrument flight training required	Para 25		
b	Approved training course requirements	Para 25		
(1)	For CPL rating course - 5 Hrs to be carried out in an airplane certificated for the carriage of at least four persons and have a variable pitch propeller and retractable landing gear	Para 25		
(2)	For Multi engine instrument rating course – Multi engine airplane	Para 25		
c	Aircraft ramp inspection:			
(1)	Certificate of Airworthiness	Part 91.96		
(2)	Certificate of Registration	Part 91.96		
(3)	Aircraft Radio Station License	Part 91.96		
(4)	Aircraft Operating Manual	Part 91.96		
(5)	Mass and balance documentation	Part 91.96		
(6)	Third Party Liability Insurance Certificate (Original or True Copy)	Part 91.96		
(7)	Organization approval Certificate	Part 91.96		
(8)	Checklist specified in the operations manual on board (QRH)	Part 91.96		
(9)	Flight crew member valid license with the appropriate rating (s)	Part 91.96		
(10)	Airplane Technical LOG (The airplane is airworthy) - Cross country flight	Part 91.96		
(11)	Flight guides up to date (e.g. Jeppesen, AIP) - Cross country flight & IFR	Part 91.96		
(12)	Operational flight plan - Cross country flight & IFR	Part 91.96		
(13)	Check aircraft in accordance with the accepted QRH	Para 31		
d	Only airplanes approved by CARC for training purposes shall be used - Cross country flight & IFR	Para 26		

