



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Flying Training Organizations**  
**TRTOs 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>	

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 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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4	<b>Operations Manual</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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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		

5	<b>Flight Operations Accommodation.</b> The following accommodation shall be available:	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	An operations room with facilities to control flying operations - If applicable	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		

6	<b>Flight Instructors</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
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a	Instructors ratings:	Subpart - H		
(1)	Type Rating Instructor (TRI)	Subpart - H		
(2)	Multi Crew Cooperation Instructor (MCCI)	Subpart - H		
(3)	Synthetic Flight Instructor (SFI)	Subpart - H		
b	Valid flight crew license - License expiry date (TRI only/SFI hold or have held CARC ATPL/MCCI hold or have held CARC professional pilot license)	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 ((TRI only)	FCL 1.245		
e	Valid instrument rating - Last skill test/proficiency check for rating revalidation/renewal (TRI only)	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 (TRI only)	FCL 1.025		
h	Standardizations training - Last standardization	Operations manual		
i	Instructional Standards - Supervise the conduct of training flight (Airplane / FSTD - TRI)	Para 16-17		
j	Instructional Standards - Supervise the conduct of synthetic training flight (FSTD - SFI)	Para 16-17		
k	Instructional Standards - Supervise the conduct of synthetic training flight (FSTD - MCCI)	Para 16-17		



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7	<b>Flight Examiners</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	Examiners authorization:	Subpart I		
(1)	Type Rating Examiner (TRI)	Subpart I		
(2)	Synthetic Flight Examiner (SFE)	Subpart I		
b	Valid flight crew license - License expiry date (TRI only/SFE hold or have held CARC ATPL/MCCI hold or have held CARC professional pilot license)	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 (TRI (TRI only/SFI if wants to have the privileges to conduct skill tests for the issue of type ratings for multi-pilot airplanes)	FCL 1.245		
e	Valid instrument rating - Last skill test/proficiency check for rating revalidation/renewal (TRI (TRI only/ SFI if wants to have the privileges to conduct skill tests for the issue of type ratings for multi-pilot airplanes)	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 (TRI only)	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 - TRE)	Para 17		
j	Skill test/Proficiency check Standards - Supervise the conduct of skill test/Proficiency check (FSTD - SFE)	Para 17		
8	<b>Student Pilot</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	Private pilot license - License expiry date	FCL 1.025		
b	Commercial pilot license - License expiry date	FCL 1.025		
c	Air transport pilot license - License expiry date	FCL 1.025		
d	The TRTOs shall be responsible for ensuring that trainees meet at least the pre-requisite conditions for type rating training	Para 24		
e	Valid medical - Medical expiry date	FCL 1.025		
f	Instrument rating skill test - Check requirements and skill test report	Subpart - E		
g	Type rating skill test - Check requirements and skill test report	FCL 1.165		
h	Valid English language proficiency - English proficiency expiry date	App 1 FCL 1.010		
9	<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		
10	<b>Approved Course Aircraft – If applicable</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	Each airplane must be equipped as required in the training specifications concerning the approved course in which it is used	Para 22		
11	<b>Flight Synthetic Training Device (FSTD)</b>	<b>JCAR FCL 1</b>	<b>YES</b>	<b>NO</b>
a	All synthetic training devices mentioned in JCAR-FCL substituting an aircraft for training purposes are to be device qualified in accordance with JCAR-STD (A) and user approved in accordance with JCAR-FCL 1 by CARC for the exercises to be conducted	1.005		



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12	Quality system	JCAR FCL 1	YES	NO
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		

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

<b>• Remarks</b>	

Inspector Name	Signature	Date