



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
TTOs Organization and Infrastructure Inspection Checklist

• Inspector Name		• Organization Name	
• Date		• Operator Representative	

1	Accountable Manager	JCARs	YES	NO
----------	----------------------------	--------------	------------	-----------

a	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		

2	Head of Training	JCARs	YES	NO
----------	-------------------------	--------------	------------	-----------

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		
c	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
----------	------------------------	--------------	------------	-----------

a	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		
c	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
----------	---	--------------	------------	-----------

a	The following facilities for theoretical knowledge instruction shall be available:	Para 4.7.1		
(1)	The classroom should be such that each student is allowed reasonable working area. The overall size of the classroom shall be determined by multiplying the expected number of students by 1.4 square meters	Para 4.7.1		
(2)	Class room shall be available with the minimum furniture needed like white board, a desk or table and chair for each student. The classroom should have required training aids like projection media (Power point, slides, overheads, TV, etc.).	Para 4.7.1		
(3)	At least another classroom shall be made available to serve as an emergency and survival procedures lecture room (Cabin safety training only)	Para 4.7.1		
(4)	The maximum permissible number of trainees in a class room shall be a ratio of 15 trainees for one instructor and 25 trainees for 2 instructors	Para 4.7.1		

