

Recording date		
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APPROVED TRAINING ORGANISATION (ATO)	
Name of the ATO	
Certificate number	

ATO characteristics			
Sections	I		ORA Subpart ATO Section I: General information Section II: Additional requirements for ATOs providing training for CPL, MPL and ATPL, and their associated qualifications and authorizations Section III: Additional requirements for ATOs providing training of a specific type
	I+II		
	I+II+III		
	I+III		
Complex	Yes		Management system: Size, Nature and Complexity of the activity
	No		
ORA.GEN.200(c)	Yes		Organization providing training only for the LAPL, PPL, GPL or BPL and the associated ratings or certificates
	No		

Oversight of "TRAINING STANDARDS".			
Date		Beginning of the Session	
Location		End of the Session	
Course reference			
Session number			
	Name		Service
Inspector			
	Name		Rating
Trainer			

Checklist Completion Instructions:

- Choose the option from the results boxes to indicate the conclusion.
- Record any findings or observations in the "Conclusion" section.
- Obtain the inspectors' signatures.
- In the Overall Report box, describe any restrictions, constraints, limitations, or rationale as applicable.
- For detailed completion guidance, refer to the CAAT-PEL-RDMSP Manual.

Any **proposal** for a " Finding or Observation" should be explain in detail at the end of this report. After final **classification**, the CAAT is responsible for sending the report to the ATO.

Classification	
Level 1	<i>A level 1 finding shall be issued by the CAAT when <u>any significant non-compliance</u> is detected with the applicable requirements, with the organisation's procedures and manuals or with the terms of an approval, or certificate which <u>lowers safety or seriously endangers flight safety</u>.</i>
Level 2	<i>A level 2 finding shall be issued by the CAAT when <u>any non-compliance</u> is detected with the applicable requirement, with the organisation's procedures and manuals or with the terms of an approval, or certificate which could <u>lower safety or seriously hazards flight safety</u>.</i>
Observation	<i>Observation is opportunity for improvement which is minor gap, mostly documented and implemented. The management system that may be weak, cumbersome, redundant, overly complex, or in some other manner, may, in the opinion of the auditor, offer an opportunity for an organisation to improve its current status. An observation is not subject to any corrective actions unless it is accepted by auditee for improvement.</i>

STAFF			RESULTS
Instructor - background			
GCQ - P1	Theme	Experience in the field covered by the training	Choose an item.
Instructor – Standardization, training and checking			
GCQ - P2	Theme	Standardization, training and checking performed in accordance with OM-D (Check specifics requirements for 100 KSA)	Choose an item.
Instructor - performance			
GCQ - P3	Theme	Prepare resources	Choose an item.
Instructor - performance			
GCQ - P4	Theme	Create a climate conducive to learning	Choose an item.
Instructor - performance			
GCQ - P5	Theme	Present knowledge, Explain session plan	Choose an item.
Instructor - performance			
GCQ - P6	Theme	Manage time to achieve training objectives	Choose an item.
Instructor - performance			
GCQ - P7	Theme	Facilitate learning	Choose an item.
Instructor - performance			
GCQ - P8	Theme	Assesses trainee performance	Choose an item.
Instructor - performance			
GCQ - P9	Theme	Development of the subject: key points of each chapters	Choose an item.
Instructor - performance			
GCQ - P10	Theme	Assessment: check students' level at the end of each chapter	Choose an item.
Instructor - performance			
GCQ - P11	Theme	Assessment: check students' at the end of the course 100 KSA evaluation (if any)	Choose an item.
Instructor - performance			
GCQ - P12	Theme	Monitor and review progress	Choose an item.
Instructor - performance			
GCQ - P13	Theme	Evaluate training sessions	Choose an item.
Instructor - performance			
GCQ - P14	Theme	Report outcome	Choose an item.
Instructor			
GCQ - P15	Theme	General working comfort	Choose an item.
Trainees			
GCQ - P16	Theme	General working comfort	Choose an item.
GCQ - P17	Theme	100 KSA inter-rater reliability (if any)	Choose an item.

DOCUMENTATION			RESULTS
ATO Documentation			
GCQ - D1	Theme	Availability, quality and validity of ground training documentation	Choose an item.
ATO Documentation			
GCQ - D2	Theme	Compliance of the session content with the training program validated by the authority (LO's)	Choose an item.
ATO Documentation			
GCQ - D3	Theme	Relevance of the actual duration of the session in relation to the scheduled duration	Choose an item.
ATO Documentation			
GCQ - D4	Theme	Relevance of the pedagogical documentation to the objectives of the session	Choose an item.
ATO Documentation			
GCQ - D5	Theme	Quality of the program: distribution	Choose an item.
ATO Documentation			
GCQ - D6	Theme	Quality of the programme: ease of implementation	Choose an item.

RECORDS			RESULTS
Training record			
GCQ - R1	Theme	Availability and maintenance of documents to track progress	Choose an item.
Training record			
GCQ - R2	Theme	Relevance and effectiveness of the progress tracking system	Choose an item.
Feedback			
GCQ - R3	Theme	Presence of a feedback system	Choose an item.

FACILITIES			Not applicable
Training facilities			
GCQ - F1	Theme	Presence of sufficient and appropriate teaching resources	Choose an item.
Training facilities			
GCQ - F2	Theme	Adequacy of teaching aids with the training provided.	Choose an item.
Training facilities			
GCQ - F3	Theme	Availability of teaching resources at scheduled times.	Choose an item.
Training facilities			
GCQ - F4	Theme	Provision of support for a structured and complete course	Choose an item.
Training facilities			
GCQ - F5	Theme	Overall technical status of the teaching material used	Choose an item.

CONCLUSION

Course Standard

Comments :

Overall report:

Annex

	Finding / Observation	Field	Deadline	Classification
1				
2				
3				
4				
5				
6				
7				