

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 ratings and certificates 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		Start Briefing	
		Beginning of the Session	
Location		End of the Session	
		Briefing End	
Course reference		Aircraft or FSTD type	
Session number		Registration	
	Name and Signature		Position
Inspector			
	Name		License/rating
Instructor			
	Name		License/rating
Trainee(s)			

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>

PERSONNEL			RESULTS
Instructor - Licence and ratings			
CAQ - P1	Theme	License, rating, certificate, medical - validity	Choose an item.
Instructor – Standardization and training			
CAQ - P2	Theme	Standardization and training by the ATO- up to date	Choose an item.
Trainee - License and ratings			
CAQ - P3	Theme	Required license and rating, medical - up to date and compliant with course prerequisites	Choose an item.
Instructor - performance			
CAQ - P4	Theme	Prepare resources	Choose an item.
Instructor - performance			
CAQ - P5	Theme	Create a climate conducive to learning	Choose an item.
Instructor - performance			
CAQ - P6	Theme	Present knowledge	Choose an item.
Instructor - performance			
CAQ - P7	Theme	Integrate TEM and CRM	Choose an item.
Instructor - performance			
CAQ - P8	Theme	Manage time to achieve training objectives	Choose an item.
Instructor - performance			
CAQ - P9	Theme	Facilitate learning	Choose an item.
Instructor - performance			
CAQ - P10	Theme	Assesses trainee performance	Choose an item.
Instructor - performance			
CAQ - P11	Theme	Aircraft: organization and safety	Choose an item.
Instructor - performance			
CAQ - P12	Theme	Practical session Aircraft or FSTD: compliance with ATO SOP's and good practices	Choose an item.
Instructor - performance			
CAQ - P13	Theme	Practical session Aircraft or FSTD: compliance with approved training program	Choose an item.
Instructor - performance			
CAQ - P14	Theme	Monitor and review progress	Choose an item.
Instructor - performance			
CAQ - P15	Theme	Evaluate training sessions	Choose an item.
Instructor - performance			
CAQ - P16	Theme	Report outcome	Choose an item.
Instructor			
CAQ - P17	Theme	General working comfort (FTL)	Choose an item.
Trainee			
CAQ - P18	Theme	General working comfort (FTL)	Choose an item.

DOCUMENTATION			RESULTS
ATO Documentation			
CAQ - D1	Theme	ATO documentation (TM, OM, SOPs)	Choose an item.
ATO Documentation			
CAQ - D2	Theme	Availability, and validity of flight manual	Choose an item.
ATO Documentation			
CAQ - D3	Theme	Availability for the trainer of guides with sufficient precision to carry out the session.	Choose an item.
ATO Documentation			
CAQ - D4	Theme	Provision of a Flight safety manual for the trainer and trainee	Choose an item.
ATO Documentation			
CAQ - D5	Theme	Validity of aircraft documentation or FSTD approval.	Choose an item.
ATO Documentation			
CAQ - D6	Theme	Compliance of the training program with the one approved by the Authority	Choose an item.
ATO Documentation			
CAQ - D7	Theme	Relevance of the actual duration of the session in relation to the scheduled duration	Choose an item.
ATO Documentation			
CAQ - D8	Theme	Relevance of the pedagogical documentation to the objectives of the session	Choose an item.
ATO Documentation			
CAQ - D9	Theme	Quality of the program: balanced distribution/sequencing of exercises	Choose an item.
ATO Documentation			
CAQ - D10	Theme	Quality of the programme: ease of implementation	Choose an item.
ATO Documentation			
CAQ - D11	Theme	Existence of a grading system (technical and non-technical skills)	Choose an item.

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

FACILITIES			RESULTS
Training facilities			
CAQ - F1	Theme	Presence of sufficient and appropriate teaching resources	Choose an item.
Training facilities			
CAQ - F2	Theme	Adequacy of the aircraft or FSTD with the training provided.	Choose an item.
Training facilities			
CAQ - F3	Theme	Availability/validity of information concerning maintenance/airworthiness of equipment	Choose an item.
Training facilities			
CAQ - F4	Theme	Availability of teaching resources at scheduled times.	Choose an item.
Training facilities			
CAQ - F5	Theme	Provision of support to enable a structured and complete briefing	Choose an item.
Training facilities			
CAQ - F6	Theme	Overall technical status of the teaching material used	Choose an item.
Training facilities			
CAQ - F7	Theme	Overall technical status and operation of the equipment used (aircraft/FSTD) including database and safety equipment.	Choose an item.

CONCLUSION	
Course Standard	Comments:
Overall report	

ANNEX

	Finding / Observation No.	Field	Deadline	Classification
1				
2				
3				
4				
5				
6				
7				