

Applicant's Information	
Name of Organisation	
FSTD Organization No.	
Audit Type	
Audit Date(s)	
Lead Auditor	
Auditor	
Auditee Representative	

Checklist Completion Instructions:

Choose the option from the results boxes to indicate the conclusion.

Indicate how it is achieved in "Comment" section.

Obtain the inspectors' signatures.

In the CMS Audit Compliance Statement/Conclusion box, describe any restrictions, constraints, limitations, or rationale as applicable. For detailed completion guidance, refer to the CAAT-PEL-RDMSP Manual

Results: S = Satisfactory | U = Unsatisfactory | O = Observation | N = Not Observed | N/A = Not Applicable

1. Management System and Personnel			
Ref	Audit Question	Regulatory Reference	Result
FAQ-M1	Has the organisation formally nominated an Accountable Manager (AM) with corporate authority to ensure all FSTD activities can be financed and carried out to the required standard?	ORA.GEN.210(a)	
<i>Comment</i>			
FAQ-M2	Has the AM established and signed a formal compliance policy statement included in the CM manual?	ORA.GEN.200(a)	
<i>Comment</i>			
FAQ-M3	Are management reviews of the CMS conducted at least quarterly with documented outcomes?	ORA.GEN.200(a)(2)	
<i>Comment</i>			
FAQ-M4	Has the organisation formally nominated a CMM with clearly defined responsibilities covering: monitoring corrective actions; ensuring CAP adequacy; providing independent assessment to management; eval	ORA.GEN.210(b)	
<i>Comment</i>			
FAQ-M5	Does the CMM have direct access to the AM and unrestricted access to all parts of the organisation including sub-contractors?	ORA.GEN.210(b)	
<i>Comment</i>			

CHECKLIST FOR ORGANISATION OPERATING FSTDs

FAQ-M6	Does the CMM hold adequate knowledge and experience of compliance monitoring management and FSTD operations?	ORA.GEN.210(b)	
<i>Comment</i>			
FAQ-M7	Where the AM and CMM roles are combined — is the independence of compliance audits demonstrably assured?	ORA.GEN.200	
<i>Comment</i>			
FAQ-M8	Does the organisation have a documented Audit Year Plan that covers all required FSTD areas within a 12-month period?	ORA.GEN.200(a)(2)	
<i>Comment</i>			
FAQ-M9	Does the Audit Year Plan explicitly include FSTD operations as a defined and separate audit scope area — not merely included under a general 'facilities' category?	ORA.GEN.200(a)(2)	
<i>Comment</i>			
FAQ-M10	Does the Audit Year Plan cover all required areas: organisation; plans and objectives; maintenance procedures; FSTD qualification level compliance; supervision; FSTD technical status; manuals, logs an	AMC1 ORA.FSTD.100	
<i>Comment</i>			
FAQ-M11	Is there evidence that internal audits have been conducted in accordance with the Audit Year Plan since the last evaluation?	ORA.GEN.200(a)(2)	
<i>Comment</i>			
FAQ-M12	Does the organisation track compliance monitoring metrics: FSTD availability rate; number of defects; open defect status; defect closure rates; and training session interrupt rates?	AMC2 ORA.FSTD.100	
<i>Comment</i>			
FAQ-M13	Does the organisation have a specific training programme for FSTD department personnel covering FSTD-specific roles?	ORA.GEN.210(c)	
<i>Comment</i>			
FAQ-M14	Does the training programme address all required FSTD topics: FSTD operation (IOS, session management, failure injection); maintenance procedures; configuration management responsibilities; QTG runnin	ORA.GEN.210(c)	
<i>Comment</i>			
FAQ-M15	Are training records maintained for each member of the FSTD department showing: dates; topics covered; duration; and sign-off by a competent person?	ORA.GEN.210(c)	
<i>Comment</i>			
FAQ-M16	Are refresher or recurrent FSTD training records maintained and current for all FSTD department personnel?	ORA.GEN.210(c)	
<i>Comment</i>			
FAQ-M17	Has the organisation defined qualification criteria for FSTD maintenance personnel, appropriate to the technical complexity of the FSTD being maintained?	ORA.GEN.210(c)	

Comment			
FAQ-M18	Do current FSTD maintenance personnel meet the defined qualification criteria?	ORA.GEN.210(c)(d)	
Comment			
FAQ-M19	Are qualification records for FSTD maintenance staff maintained, current, and accessible?	ORA.GEN.210(c)	
Comment			

2. Safety Management System			
Ref	Audit Question	Regulatory Reference	Result
FAQ-S1	Does the organisation comply with all applicable national occupational safety, health, and environment legislation for the FSTD workplace, including requirements for: a written safety policy; hazard i	ORA.GEN.200(a)(3), ICAO Annex 19, Applicable national OSH legislation	
Comment			
FAQ-S2	Has the organisation established a documented safety policy for the FSTD workplace, signed by the Accountable Manager, that defines the organisation's commitment to safety and its overall safety obje	ORA.GEN.200(a)(1)(i), ORA.GEN.200(a)(3)	
Comment			
FAQ-S3	Has the organisation established measurable safety performance targets (SPTs) and safety performance indicators (SPIs) for the FSTD facility, and is performance against these monitored at defined inte	ORA.GEN.200(a)(3), AMC1 ORA.GEN.200(a)(3)	
Comment			
FAQ-S4	Does the organisation have a formal process for identifying hazards arising from its FSTD operations and for assessing and managing the associated safety risks — covering both operational hazards and	ORA.GEN.200(a)(1)(ii), ORA.GEN.200(a)(3)	
Comment			
FAQ-S5	Are residual risks accepted in accordance with documented risk acceptance criteria, and is there evidence that risks above the acceptable level have been mitigated further or escalated to the Accounta	ORA.GEN.200(a)(1)(ii), ICAO Annex 19 §3.2	
Comment			
FAQ-S6	Does the organisation monitor the effectiveness of safety risk controls and corrective actions — verifying that implemented controls are working as intended and that residual risks remain within accep	ORA.GEN.200(a)(1)(iii), ORA.GEN.200(a)(3)	
Comment			
FAQ-S7	Does the organisation have a process for reporting, recording, and investigating safety occurrences and near-misses related to FSTD operations, including root cause analysis and corrective action foll	ORA.GEN.200(a)(3), ICAO Annex 19 §3.3	
Comment			
FAQ-S8	Are safety performance indicators and targets reviewed at management level at defined intervals, with documented outcomes and corrective action plans where targets are not being met?	ORA.GEN.200(a)(3), ORA.GEN.200(a)(2)	
Comment			

CHECKLIST FOR ORGANISATION OPERATING FSTDs

FAQ-S9	Does the organisation promote a positive safety culture — including a non-punitive (just culture) reporting environment — and is there evidence that safety reports are acted upon and the outcomes comm	ORA.GEN.200(a)(3), ICAO Annex 19 §3.4.1	
<i>Comment</i>			
FAQ-S10	Are safety communications (including lessons learned from internal occurrences, industry safety information, and CAAT safety bulletins) disseminated to all relevant FSTD facility personnel in a timely	ORA.GEN.200(a)(3), ICAO Annex 19 §3.4.2	
<i>Comment</i>			
FAQ-S11	Has the organisation established a documented Emergency Response Plan (ERP) for the FSTD facility that defines emergency scenarios; assigns roles and responsibilities; and identifies emergency contact	ORA.GEN.200(a)(4), AMC1 ORA.GEN.200(a)(4)	
<i>Comment</i>			
FAQ-S12	Does the ERP specifically address FSTD-unique emergency scenarios including: fire or smoke in the FSTD cab; medical emergency with occupants in the cab; motion system failure with personnel in an elev	ORA.GEN.200(a)(4), AMC1 ORA.FSTD.115	
<i>Comment</i>			
FAQ-S13	Is the ERP exercised at defined intervals and are exercise records maintained showing: date; scenario tested; participants; deficiencies identified; and corrective actions taken?	ORA.GEN.200(a)(4), AMC1 ORA.GEN.200(a)(4)	
<i>Comment</i>			
FAQ-S14	Where FSTD maintenance, technical support, or other safety-relevant activities are contracted to third parties — does the organisation verify that sub-contractors comply with applicable safety require	ORA.GEN.200(b)	
<i>Comment</i>			
FAQ-S15	Where activities are contracted out: does the organisation retain overall responsibility for safety and compliance, and is there a documented process for monitoring sub-contracted activities including	ORA.GEN.200(b), AMC1 ORA.GEN.200(b)	
<i>Comment</i>			

3. Documentation

Ref	Audit Question	Regulatory Reference	Result
FAQ-D1	Is a CM manual established, signed by both the AM and CMM, and issued under formal document control with an issue number, revision number, and effective date? Note: The documentation may be provided i	ORA.GEN.200, GM1 ORA.FSTD.100(m)	
<i>Comment</i>			
FAQ-D2	Is the CM manual (and Procedures Manual where separate) maintained current — are all amendments incorporated within a reasonable time, and is there a version history or list of effective pages?	ORA.GEN.200(a)(1)	
<i>Comment</i>			
FAQ-D3	Does the CM manual contain the organisation's safety and compliance policy, including a policy statement signed by the Accountable Manager?	GM1 ORA.FSTD.100(m)(1), ORA.GEN.200(a)	
<i>Comment</i>			

CHECKLIST FOR ORGANISATION OPERATING FSTDs

FAQ-D4	Does the CM manual contain terminology definitions applicable to the FSTD operation and compliance monitoring system?	GM1 ORA.FSTD.100(m)(1)	
<i>Comment</i>			
FAQ-D5	Does the CM manual contain organisational charts and a description of the responsibilities of all persons with roles in FSTD operations — including the AM, CMM, FSTD operator/coordinator, maintenance	GM1 ORA.FSTD.100(m)(1)	
<i>Comment</i>			
FAQ-D6	Does the CM manual contain an overview of all processes within the system, including those for maintaining regulatory compliance — specifically: QTG running and fly-outs (function and subjective test)	GM1 ORA.FSTD.100(m)(1), ORA.FSTD.105	
<i>Comment</i>			
FAQ-D7	Does the CM manual contain the Compliance Monitoring Programme (CMP) — including the audit schedule, audit procedures, reporting procedures, and corrective action procedures?	GM1 ORA.FSTD.100(m)(1), ORA.GEN.200(a)(2)	
<i>Comment</i>			
FAQ-D8	Does the CM manual contain (directly or by reference) the identification of skills and experience required for all FSTD-related roles, and the associated training requirements and records obligations?	GM1 ORA.FSTD.100(m)(1), ORA.GEN.210(c)	
<i>Comment</i>			
FAQ-D9	Does the Procedures Manual contain software and hardware control procedures — covering how the FSTD's software and hardware are managed, version-controlled, and updated?	GM1 ORA.FSTD.100(m)(2)	
<i>Comment</i>			
FAQ-D10	Does the Procedures Manual contain configuration control procedures covering: control of training loads; updates to visual models; updates to navigation databases; and updates to Instructor Operating	GM1 ORA.FSTD.100(m)(2), ORA.FSTD.110	
<i>Comment</i>			
FAQ-D11	Does the Procedures Manual contain QTG running and checking procedures — specifying how objective tests are conducted, recorded, compared against the MQTG reference, and how failures are actioned?	GM1 ORA.FSTD.100(m)(2), ORA.FSTD.105	
<i>Comment</i>			
FAQ-D12	Does the Procedures Manual contain fly-out procedures — specifying how function and subjective tests are planned, conducted, and recorded, including the roles of the evaluation pilot and FSTD operator	GM1 ORA.FSTD.100(m)(2)	
<i>Comment</i>			
FAQ-D13	Does the Procedures Manual contain maintenance procedures covering both defect rectification (corrective maintenance) and preventative maintenance processes — including scheduled checks, calibration,	GM1 ORA.FSTD.100(m)(2)	
<i>Comment</i>			
FAQ-D14	Does the Procedures Manual include all standard forms and checklists required for FSTD operations — such as: daily function check forms; defect report forms; deferral request forms; QTG run record she	GM1 ORA.FSTD.100(m)(2)	
<i>Comment</i>			

FAQ-D15	Are all procedures in the CM manual and Procedures Manual being followed in practice — is there evidence that documented procedures reflect current FSTD operations and that personnel are trained on an	ORA.GEN.200(a)(1)	
<i>Comment</i>			

4. Record Keeping			
Ref	Audit Question	Regulatory Reference	Result
FAQ-R1	Are FSTD compliance records properly registered in a document control system with reliable traceability to the responsible person?	ORA.GEN.220(a)	
<i>Comment</i>			
FAQ-R2	Are all QA/compliance assessment forms fully completed and signed by the responsible assessor?	ORA.GEN.220(b)	
<i>Comment</i>			
FAQ-R3	Are FSTD compliance records accessible to CAAT upon request?	ORA.GEN.140, ORA.GEN.220	
<i>Comment</i>			
FAQ-R4	Is the Master Qualification Test Guide (MQTG) from the initial evaluation available and retained for the lifetime of the device?	AMC1 ORA.FSTD.240(1)(ii)	
<i>Comment</i>			
FAQ-R5	Is the qualification certificate from the initial evaluation retained for the lifetime of the device?	AMC1 ORA.FSTD.240(1)(iii)	
<i>Comment</i>			
FAQ-R6	Is the initial evaluation report retained for the lifetime of the device?	AMC1 ORA.FSTD.240(1)(iv)	
<i>Comment</i>			
FAQ-R7	Are recurrent QTG run records (dated, analysed, and evaluated) retained for at least 5 years?	AMC1 ORA.FSTD.240(2)(v)	
<i>Comment</i>			
FAQ-R8	Are recurrent CAAT evaluation reports retained for at least 5 years?	AMC1 ORA.FSTD.240(2)(vi)	
<i>Comment</i>			
FAQ-R9	Are reports of internal function and subjective testing retained for at least 5 years?	AMC1 ORA.FSTD.240(2)(vii)	
<i>Comment</i>			
FAQ-R10	Is the FSTD technical log maintained and retained for at least 5 years?	AMC1 ORA.FSTD.240(2)(viii)	
<i>Comment</i>			
FAQ-R11	Are CMS reports, audit schedules, evaluation programmes, management evaluation reports, and obsolete procedures retained for at least 5 years?	AMC1 ORA.FSTD.240(2)(ix-xiii)	
<i>Comment</i>			

5. Configuration Management and Maintenance			
Ref	Audit Question	Regulatory Reference	Result
FAQ-C1	Is a documented procedure established for maintaining the FSTD configuration management record — specifying who is responsible, what must be recorded, and how frequently it is updated?	ORA.FSTD.110	
<i>Comment</i>			
FAQ-C2	Does the organisation have a process for identifying and assessing aircraft Airworthiness Directives (ADs) that may affect the FSTD, and for determining what action is required?	ORA.FSTD.110	
<i>Comment</i>			
FAQ-C3	Does the organisation have a documented procedure for notifying CAAT in advance of major modifications — and is there evidence that notifications have been submitted when required?	ORA.FSTD.110, GM1	
<i>Comment</i>			
FAQ-C4	Does a documented defect reporting and tracking procedure exist, specifying how defects are raised, assigned, escalated, deferred, and closed?	ORA.GEN.200(a)(1)(v)	
<i>Comment</i>			
FAQ-C5	Is a defect deferral procedure documented with criteria for what may be deferred, maximum deferral periods, and a requirement for a live deferral register?	ORA.GEN.200(a)(1)(v)	
<i>Comment</i>			
FAQ-C6	Does a documented spare parts management statement or procedure exist?	GM1 ORA.FSTD.100(j)	
<i>Comment</i>			
FAQ-C7	Does the spare parts procedure cover: identification of critical components; current stock levels or procurement arrangements; lead times for critical components; and supplier contact information?	GM1 ORA.FSTD.100(j)	
<i>Comment</i>			
FAQ-C8	Does the procedure address software backup and recovery, including backup frequency, storage location, and evidence of recovery testing?	GM1 ORA.FSTD.100(j)	
<i>Comment</i>			
FAQ-C9	Are spare parts records maintained and accessible?	GM1 ORA.FSTD.100(j)	
<i>Comment</i>			
FAQ-C10	Does the organisation have a documented routine procedure for checking and updating navigational database data (AIRAC cycles), specifying frequency, responsible person, and verification steps?	ORA.FSTD.110	
<i>Comment</i>			
FAQ-C11	Is a documented procedure established for conducting the annual FSTD safety feature check, covering all items required by AMC1 ORA.FSTD.115?	ORA.FSTD.115	

Comment			
FAQ-C12	Are FSTD occupant and maintenance personnel safety briefing procedures documented?	ORA.FSTD.115	
Comment			

Audit Summary					
Total Items	72	Evaluated	0	SAT (S)	0
UNSAT (U)	0	OBS (O)	0		

	Findings / Observations No.	Comments	Deadline	Classification
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Classification of Findings (ORA.GEN.150)	
Level 1	A level 1 finding shall be issued by the CAAT when any significant non-compliance 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> .

Level 2	A level 2 finding shall be issued by the CAAT when <u>any non-compliance is</u> 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>
OBS	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.

Lead Auditor Signature:	Auditee's Representative Signature:
Date:	Date: