



**SOUTH AFRICAN CIVIL AVIATION AUTHORITY**

**TRACKING SHEET  
PART 141 SERIES**

<b>DATE:</b>	<b>OPS NO:</b>
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<b>RE: INSPECTION AT:</b>	
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<b>INSPECTOR :</b>	
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<b>COMMENTS BY :</b>	<b>HOD : FOD</b>
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<b>SIGNED OFF :</b>	<b>DATE :</b>
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<b>PM :</b>	
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<b>SIGNED OFF :</b>	<b>DATE:</b>
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<b>ADMIN SUPPORT</b>
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<b>AOC ISSUED DATE :</b>	
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<b>SIGNED OFF :</b>	<b>DATE :</b>
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**SOUTH AFRICAN CIVIL AVIATION AUTHORITY**

**OPERATIONS AUDIT CHECKLIST (PART 141 )                      OPS NUMBER : \_\_\_\_\_**

Date of Inspection / Audit: \_\_\_\_\_

**NAME OF ORGANISATION:** \_\_\_\_\_

Certificate of Approval Number: \_\_\_\_\_

Base of Operation \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ code \_\_\_\_\_

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cellular No : \_\_\_\_\_

Email : \_\_\_\_\_

Chief Flying Instructor: \_\_\_\_\_

Responsible Person : Aviation Safety : \_\_\_\_\_

Responsible Person : Aircraft : \_\_\_\_\_

Date Application received (SA-CATS-ATO): \_\_\_\_\_

**TYPES OF FLYING QUALIFICATIONS APPLIED FOR AEROPLANES AND HELICOPTERS**

	N/A	Y	N	Note No.
1. Micro-light Pilot Licence Mass shift (ANR 3.1A)				
2. Micro-light Pilot Licence 3-axis (ANR 3.1A)				
3. Gyroplane Pilot (ANR 3.18)				
4. Private Pilot Licence (ANR 3.2, 3.2A)				
5. Commercial Pilot Licence (ANR 3.3, 3.3A)				
6. Airline Transport Pilot Licence (ANR 3.5, 3.5A)				
7. Class Rating (ANR 3.7)				
8. Night Rating (ANR 3.14)				
9. Tug/Safety Rating (ANR 3.15, 3.16)				
10. Instrument Rating (ANR 3.12)				
11. Instructors Rating (ANR 3.13)				
12. Turbo-prop/Jet engine conversion (ANR 3.13(1A))				
13. Type Rating (ANR 3.8)				
14. Other				



**SOUTH AFRICAN CIVIL AVIATION AUTHORITY**

**MANAGEMENT RESPONSIBILITY**

	N/A	Y	N	Note No.
Has the holder of the Certificate of Approval applied for renewal at least 60 days before the approval expires? (CAR 141.02.7)				
Does the Organisation have a valid Accreditation? (CARS 141.02.6)				
Does the Organisation have a valid Certificate of Approval with the approved required Training as per the Manual of Procedures? (CARS 141.02.7)				
Is the Aviation Training Organisation approval displayed in a prominent place, generally accessible to the public at such holder's principle place of business? (CAR 141.01.3)				
Does the Organisation have an approved, up to date amended Manual of Procedures? (CARS 141.02.2)				
Does the Manual of Procedures contain commitment statements signed by the various responsible persons? (CARS 141.02.2)				
Does the manual contain a current list of key management personnel and their positions? (CARS 141.02.4)				
Does the manual show a current chart showing lines of responsibility? (CARS 141.02.4)				
Does the manual describe the organisation and the relevant types of training applied for? (CARS 141.02.6 )				
Does the organisation have a procedure for initially assessing, and maintaining, the competence of its instructors? (CARS 141.02.4)				
Is there a written procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedure? (CATS141.02.2)				
Is there a procedure for the control, amendment and distribution of the Manual of Procedure? (CATS 141.02.2)				
Does the Organisation have a Flying Safety and Accident Prevention Plan. (CARS 141.06.6)				
Does the Organisation have "local rules" and is it displayed in a prominent place?				
Does the Organisation adhere to the Quality Control System as laid down in the Manual of Procedures? (CARS 141.02.3)				
Is the quality control system documented? (CATS 141.02.3)				
Are measures taken to ensure that the quality control system is understood, implemented and complied with at all levels (both students and instructors)? (CATS 141.02.3)				
Can the organisation show evidence of internal audits conducted? (CATS 141.02.3)				
Is there a corrective and preventive action procedure? (CATS 141.02.3)				



**PERSONNEL AND TRAINING OPERATIONS**

	N/A	Y	N	Note No.
Are all the instructor records/files complete and up to date with regards to 1. Personal particulars 2. Licence and instructors expiry dates. 3. Recurrency/progressive training? (CARS 141.02.4)				
Are the student and instructor manuals used for ground training adequate? (CARS 141.02.5)				
Are all the student records/files and logbooks complete and up to date with regards to 1. Personal particulars 2. licence expiry dates 3. progress test (10 hours) 4. solo consolidation 5. dual prior to each solo flight(3 hours) 6. 1 hour dual for every 5 hours solo 7. authorised for solo in circuit 8. authorised for solo in GF 9. authorised for solo cross country 10. test by different instructor (<10hours) seq. 19 no solo, and accuracy and completeness of entries? (CARS 141.02.4) (ANR's 7)				
Does the organisation have a system to monitor license, rating and medical currencies of all instructors and students? (CARS 141.02.15)				
Is the flight authorisation book/sheet correctly utilised and accurately filled in? (ANR 7.6)				
Is a checklist available for each aircraft being used? (CARS 141.02.5)				
Does the organisation have an examination system (security of papers and conducting procedures) with sufficient papers of the required standard? (CARS 141.02.5)				
Is there a testing and assessing system for flying tests and are copies of all flying tests conducted held on file? (CARS 141.02.15)				



**ORGANISATION PHYSICAL INFRASTRUCTURE**

	N/A	Y	N	Note No.
Are the infrastructure and training aids suitable to ensure successful operation of the organisation? (CARS 141.02.5)				
Is the telephone manned during operations? (CAR 141.02.5)				
Is there a suitable map showing the 1. training area 2. Connecting corridors etc. (CARS 141.02.5)				
Is all documentation available and are amendments up to date? 1. ANR'S, CAR'S & CATS 2. AIP'S 3. AIC's & SUPPS) (CARS 141.02.5)				
Is Meteorological information available? (CAR 141.02.5)				
Is all the required safety equipment available and serviceable? 1. Fire extinguishers 2. First aid equipment (CARS 141.02.5)				
Are the training aids used sufficient and suitable 1. Model (same as aircraft) 2. Briefing Room 3. Lecturing Facilities/Equipment				
Is there a suitable reference library?				
Is the aerodrome licensed and suitable for both day and night training operations? (CARS 139.01.1)				
Is the Flying Training Area satisfactory for training operations? (CARS 139.01.1)				
Is the aerodrome satisfactory for day training operations? (CARS 139.01.1)				
Is the aerodrome satisfactory for night training operations? (CARS 139.01.1 and CARS 139.01.5)				



**AIRCRAFT DOCUMENTATION (CARS 141.02.15)**

	N/A	Y	N	Not e No.
Are the Certificates of Registration of all aircraft used for training available and up to date?				
Are the Certificates of Airworthiness of all aircraft used for training available and up to date?				
Are the Radio Station Licenses of all aircraft used for training available and up to date?				
Are the Flight Folios of all aircraft used for training, available and correctly filled in?				
Are the Aircraft Operating Manuals of all aircraft used for training, available?				
Are the Mass and Balance Report of all aircraft used for training available and up to date?				
Does the operator have a lease agreement for each aircraft being leased?				
Does the operator have proof of the insurance for each aircraft used for training operations?				
Does the operator have a Release to service for each aircraft being leased?				



**SUMMARY OF RESOURCES (CATS 141.02.2 (6))**

**NAME/S AND LICENSE NUMBER/S OF EXAMINER/S**

Name :	License nr:
Name :	License nr:
Name :	License nr:
Name :	License nr:

**AIRCRAFT PARTICULARS**

	N/A	Y	N	Note No.				
Are the aircraft used for training operations serviceable and available?								
Is the general condition of aircraft used for training operations satisfactory for flying training?								
Aircraft categories used for training	A1	A2	A3	A4	Mms	M 3x	H1	H2

A1 = Aircraft exceeding 20 000kg.

A2 = Aircraft exceeding 5 700 kg but not exceeding 20 000kg

A3 = Aircraft exceeding 2 700 kg but not exceeding 5 700kg

A4 = Aircraft not exceeding 2 700kg

Mms = Micro-light mass shift

M 3x = Micro-light 3-axis

H1 = any multi-engine helicopter

H2 = any single-engine helicopter







**NOTES ON FINDINGS**

Number Notes in columns provided on previous pages and use numbers on this page for cross reference. Make copies of this page in additional space is required.

NO	Note
	<p><u>Major finding:</u> Constitutes non-compliance with any legislation and an immediate safety risk and the possibility of suspension or cancellation of licences or certification.</p> <p><u>Minor finding:</u> Constitutes non-compliance, which may be cleared later at the discretion of the auditor.</p> <p><u>Observation:</u> Items which are not non-compliant but may escalate into non-compliance if not attended to.</p>



**DE – BRIEF**

Operator Representatives: \_\_\_\_\_

Team: \_\_\_\_\_  
\_\_\_\_\_

Operation: \_\_\_\_\_  
\_\_\_\_\_

Training: \_\_\_\_\_  
\_\_\_\_\_

Administration: \_\_\_\_\_  
\_\_\_\_\_

Documentation: \_\_\_\_\_  
\_\_\_\_\_

**Recommendations:** Certificate of Accreditation and Approval to be issued / not issued.

Conditions: \_\_\_\_\_  
\_\_\_\_\_

Inspectors: \_\_\_\_\_ Date: \_\_\_\_\_

I was de-briefed on the inspection and read the comments by the Flight Operations Inspector.

\_\_\_\_\_ Date: \_\_\_\_\_



**RECOMMENDATION**

THE ISSUE/RENEWAL OF THIS AVIATION TRAINING ORGANISATION CERTIFICATE OF APPROVAL NO \_\_\_\_\_ IS/IS NOT RECOMMENDED.

Comments/Restrictions:

\_\_\_\_\_  
SACAA FLIGHT OPERATIONS INSPECTOR/S

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEAD OF DEPARTMENT : FLIGHT OPERATIONS

\_\_\_\_\_  
DATE

**Approved/Not approved** for issue/renewal

\_\_\_\_\_  
PROJECT MANAGER : OPERATIONS

\_\_\_\_\_  
DATE